

FOREWARD

The intent of this publication is to provide a consolidated reference of useful information for Supply Corps personnel. This edition provides an updated source of information containing the latest e-mail addresses and phone numbers with our newly established offices in Millington, TN. As with our previous editions, this publication should be used solely as a guide in planning and executing your career. Although our location has changed, the principle of career management remains the same – sustained superior performance.

D. JENKINS
LT, SC, USNR
Administrative Assistant

T. L. DYSON
LCDR, SC, USN
Administrative Assistant

D. P. COTTONGIM
CDR, SC, USN
Technical Advisor

T. J. CALLAN
CDR, SC, USN
Editor

REVIEWED AND APPROVED
R. W. TURK
CAPT, SC, USN

30 August 1999



Chief of Supply Corps

TO: The Supply Corps

SUBJ: IT'S YOUR CAREER NAVSUP PUB 552

Throughout my naval career, I have referred to IT'S YOUR CAREER in planning my next move as well as mentoring junior officers on career decisions. As in the past, this updated version is loaded with information to help you plan your career and communicate with those who can help you on your way. With the recent move to Millington TN, the logistics of sitting down with your detailee has become more challenging. We have made a special effort in this revision of IT'S YOUR CAREER to provide you with the latest phone numbers, e-mail and office addresses of the folks that can help you plan and execute your career decisions.

Although we can put you in touch with the right people, the ultimate career decisions are yours. Use IT'S YOUR CAREER as a guide but I encourage you to seek out senior officers who have taken the paths that lay before you for their wisdom and experience. As you prepare your blueprint for success, be flexible to respond to our ever changing environment.

I wish you the greatest success in planning and enjoying your career.

K. W. LIPPERT

TABLE OF CONTENTS

Introduction to the Supply Corps.....	1
The Supply Corps.....	1
Chapter 1 - Career Development – Philosophies.....	2
A. Setting.....	2
1. The Components of Career Development.....	3
2. Career Development Resources.....	4
B. The Detailing Process.....	8
1. Billets.....	10
2. Experience.....	10
3. PCS Constraints.....	10
a. Time on Station.....	10
b. Retainability.....	11
c. Minimum Tour for Separation.....	11
4. Professional Development.....	11
5. Personal Preference.....	12
Chapter 2 - Career Planning - From Philosophy to Plan.....	13
The Basics.....	14
A. Entry into the Supply Corps.....	14
B. Navy Supply Corps School.....	14
C. From NSCS to Sea Duty.....	15
D. Developmental - First Shore Tour.....	15
E. Follow on Sea Tour(s).....	16
F. Overseas Duty.....	17
G. Joint Service Tour.....	17
The Three Pillars to Your Career.....	18
The First Pillar—Qualifications.....	18
A. Warfare Qualification.....	18
1. Submarine Supply Program (SUBSUPWAR).....	18
2. Naval Aviation Supply Officer Program (NASO).....	19
3. Surface Warfare Supply Corps Officer Program (SWSCO).....	19
4. Seabee Officer Program (SCWS).....	19
B. Additional Qualification Designators (AQD).....	20
C. Joint Qualification.....	24

D.	Acquisition Qualifications.....	27
1.	DAWIA – Definition.....	27
2.	Acquisition Professional Community (APC).....	27
3.	Requirements for APC membership	27
E.	Subspecialty Codes.....	32
1.	Significant Experience (S) Codes.....	32
2.	Other Subspecialties Codes.....	33
F.	Redesignation/Augmentation.....	34
1.	Redesignation.....	35
2.	Augmentation.....	35
	The Second Pillar- Assignments.....	36
A.	Functional Development.....	36
1.	Financial Management (0031).....	37
2.	Material Logistics Support Management (0032).....	38
3.	Operations Analysis (0042).....	39
4.	Operational Logistics (0043).....	40
5.	Information Systems Management (0089).....	41
6.	Systems Inventory Management (1302).....	43
7.	Transportation Logistics Management (1304).....	44
8.	Retailing (1305) (discontinued).....	46
9.	Acquisition/Contract Management (1306).....	46
10.	Petroleum Management (1307).....	48
11.	Subsistence (1308).....	50
12.	Security Assistance Program.....	52
13.	Naval Nuclear Propulsion Fiscal and Logistics Management.....	53
14.	Defense Logistics Agency.....	54
15.	Joint Service Officer.....	54
	The Third Pillar-Education	55
A.	Supply Corps Internships.....	55
1.	Navy Acquisition Contracting Officer (NACO) / (DNACO) ...	56
2.	Navy Petroleum Officer Trainee (POL).....	57
3.	Business/Financial Manager (BFM).....	58
4.	Integrated Logistics Support Manager Trainee (ILS).....	58
B.	Postgraduate Education.....	59
1.	Postgraduate Education Curricula Descriptions.....	61

a.	Operations Analysis (#360) 0042P.....	62
b.	Operational Logistics (#361) / 0043P.....	63
c.	Information Technology Management (#370) 0089P.....	64
d.	Supply Acquisition/Distribution Management (#810) 1301P...	65
e.	Retailing (#830) 1305P (discontinued).....	66
f.	Petroleum Management (#811) 1307P.....	66
g.	Subsistence Technology (#860) 1308P.....	67
h.	The Systems Management Curricula	67
	(1) Transportation Logistics Management (#813) 1304)... ..	68
	(2) Acquisition and Contract Management (#815) (1306).....	68
	(3) Systems Inventory Management (#819) (1302P).....	69
	(4) Material Logistics Support Management (#827) (0032P)...	70
	(5) Financial Management (#837) (0031P).....	71
2.	Attending Postgraduate School.....	71
3.	Service Obligation and Education Utilization.....	72
4.	The Graduate Management Admission Test.....	72
5.	Other Navy Funded Graduate Education Opportunities.....	73
a.	Advanced Education Program (AEP) (discontinued)	74
b.	Scholarship Program	74
c.	Vietnam Era G. I. Bill.....	74
d.	Post-Vietnam Veterans Education Assistance Program (VEAP)...	74
e.	Montgomery G. I. Bill.....	75
f.	The Tuition Assistance Program.....	75
g.	College Degree Program	76
6.	U.S. Service Colleges	76
a.	Intermediate Service College.....	76
b.	Senior Service College.....	77
c.	Opportunities.....	77
7.	Procedures for Reporting Education Achievement.....	78
8.	Contact Points at the Naval Postgraduate School.....	79
	Chapter 3 - Board Processes - The Plan Put to a Test.....	80
A.	Statutory vs. Administrative Selection Boards.....	80
1.	Statutory Selection Boards.....	81
a.	Precedence	81
b.	Promotion Zones.....	82
c.	Convening the Board.....	83

d. Board Members.....	83
e. The Board.....	84
f. The Precept.....	85
g. Preparation.....	86
h. In the “Tank”.....	87
i. Corresponding with the Board	88
j. Statutory Board Completion.....	89
2. Administrative Selection Boards.....	90
a. Postgraduate Education Selection Procedures.....	90
(1). Your Academic Profile.....	91
b. Specialized Officer Programs.....	93
(1). Limited Duty Officer (LDO).....	93
(2). Chief Warrant Officer (CWO).....	95
(3). Redesignation to 3100.....	96
c. Commander Sea Duty Board.....	98
Chapter 4 – Supply Corps and the Naval Reserves.....	99
A. Training and Administrative Reserve Officers (TAR).....	99
1. TAR Overview.....	99
2. Career Development.....	99
3. Professional Education and Training.....	100
4. Application Procedures.....	100
5. Obligation.....	100
B. Selected Reservists (SELRES).....	100
1. SELRES Overview.....	100
2. Career Development.....	101
3. Participation.....	101
4. Application Process.....	102
a. From Active Duty.....	102
b. Direct Commissioning Program.....	104
c. Limited Duty Officers (LDO) and Chief Warrant Officers (CWO)	105
(1). Enlisted to LDO (ENS).....	105
(2). CWO to LDO (LTjg).....	106
Chapter 5 - Reviewing Your Record.....	107
A. Microfiche Records.....	107
B. Record Brief - Officer Summary Record / Performance Summary Record ..	108

C.	Officer Summary Record (OSR) Interpretation Guide.....	112
D.	Performance Summary Record (PSR) Interpretation.....	115
	1. Analyzing Your Record.....	116
	2. After the Review.....	117
	3. Record Corrections.....	117
	4. Your Official Photograph.....	117
	5. Officer Fitness Report Input.....	119
	6. The Officer Data Card (ODC).....	120
	Chapter 6 - Other Useful Information.....	124
A.	Important Dates.....	124
	1. When Do I Stripe Up?.....	124
	2. Leaving the Navy.....	124
	a. Retirements.....	124
	b. Retirement - Temporary Officers.....	127
	c. Retirement – Reserves.....	127
	d. Resignations.....	127
B.	Release of Reserve Officers to Inactive Duty.....	131
C.	Limited Duty Officers Permanent Status.....	132
D.	Programs.....	133
	1. Exceptional Family Member Program.....	133
	2. Fellowship Programs.....	133
	a. White House Fellowship.....	134
	b. Legislative Fellowship.....	134
E.	The Navy Supply Corps.....	135
	1. The Navy Supply Corps Association	135
	2. The Navy Supply Corps Foundation.....	135
	3. The Navy Supply Corps Museum.....	136



AN INTRODUCTION TO THE SUPPLY CORPS

The purpose of this career development guide is to provide Navy Supply Corps officers basic information upon which to plan and evaluate their naval careers and to aide senior officers in counseling their subordinates. This guide is organized to provide a logical approach to career development and is applicable for all officers in the Supply Corps community.

Suggestions, comments, and recommendations pertaining to this publication are welcome and should be submitted via email to P4412Q@persnet.navy.mil or in writing to:

The Naval Supply Systems Command
Navy Personnel Command Detachment
PERS 4412Q / SUP-OP31
5720 Integrity Drive
Millington, TN 38055-4412

The Supply Corps NEWSLETTER and the Navy Personnel Command's PERSPECTIVE will continue to provide changes and updated information on many of the topics discussed in this guide.

THE SUPPLY CORPS

The primary mission of the Supply Corps is to provide expertise to the Navy and other Department of Defense operations in logistics, acquisition and financial management. Supply Corps officers are the Navy's business managers. A highly trained, specialized team of professionals, they perform executive-level duties in financial management, inventory control, physical distribution systems, contracting, computer systems, operations analysis, material logistics, petroleum management, food services and other related areas in a Naval and joint environment.



Experience in these disciplines is acquired through career development, internships, and formal education. Supply Corps officers rapidly gain management experience in business and logistics systems, which are essential to the operation of the Navy's modern ships, submarines, aircraft and facilities. Supply Corps officers serve worldwide on virtually every ship and shore command. They can be found supporting operations abroad or preparing congressional budgets in Washington, DC. Their talents are needed whenever there is a Navy requirement for professional business management.

CHAPTER 1

CAREER DEVELOPMENT PHILOSOPHIES

A. SETTING



Today's Navy is a swiftly evolving organization that uses advanced state-of-the-art hardware and systems in a multifaceted threat environment. Supply Corps officers must develop special skills and talents in order to effectively serve this dynamic organization.

Career development plans change and evolve as personal needs and the needs of the Navy change. Expertise requirements expand with the development of new technical and managerial knowledge. Flexibility is important. Career development should be thought of as a continuous process that expands and shapes an officer for future service. It is a unique plan based on individual and personal desires. There is no specific pattern that will apply to all officers.

Since the Supply Corps exists to provide the Navy specific types of logistics support and managerial expertise which no other Navy community provides, Supply Corps Officers should formulate career goals which seek to develop meaningful skills over the span of their entire career. This may include subspecializing in particular areas. Again, the key to success is to remain flexible and open minded to multiple and changing opportunities.

There is a "standard sequence" of assignments after completion of the Basic Qualification Course at the Navy Supply Corps School which provides a semi-structured program to gain supply expertise and work toward career goals. This sequence consists of:

1. assignment afloat;
2. U.S. shore duty;
3. foreign shore duty or a second assignment afloat; and
4. a second assignment afloat or a return to U.S. shore duty.

It is important to note that the aforementioned sequence should be modified to suit individual needs and career goals as well as the changing needs of the Navy.

Supply Corps officers are encouraged to develop their own career plan like the one shown in **Figure 1-1** and may use the blank form in **Figure 1-2**. In using this form, note that all billets up to and including present assignment should be specific. For future planning, billets should be stated in general terms, usually by type of duty desired. Again, flexibility is important. Career planning is an iterative process and should be reviewed and modified as goals and interests change.

The Head, Career Development and Training Branch (SUP OP31 / PERS4412Q)--the Supply Corps Career Counselor--is available to assist Supply Corps officers in career planning. The Career Counselor can discuss record review and correction, educational opportunities, subspecialty assignments, Additional Qualification Designators (AQD), Board for the Correction of Naval Records (BCNR) procedures and many other promotion board and career-related matters.

1. THE COMPONENTS OF CAREER DEVELOPMENT

Success in the Supply Corps, as well as the Navy, is based on a solid foundation of performance. The skills and talents needed to support the Navy's logistics efforts are provided through qualifications, assignments and education. These skills are developed through job rotation ashore, afloat, and overseas, the combination of which is the capstone for a successful career.

Job rotation not only provides valuable technical and leadership training skills and experiences for an officer, but also supports the Navy and Department of Defense operations. It broadens a Supply Corps officer's view and provides an opportunity to gain a "big picture" of how logistics impacts operations and other supply activities. Through job rotation, a broad breadth of exposure to logistics management is experienced.

The Qualifications pillar is documented professionalism. It includes initial warfare qualification and augmentation, functional subspecialties achieved through Master's level education and significant experience tours and joint duty designation.

The Assignments pillar is the development of professional skills. Varied assignments add skills and experiences that make an officer a more valuable member of the Supply Corps. By varying assignments, officers can develop functional skills, diversity in policy development and execution, command, and fleet support.

The Education pillar is broad and general. Education may be necessary to qualify for specific subspecialty coded billets. Continuing education is of value throughout a naval career to develop well-rounded, diversely qualified officers. Education may or may not result in a degree and can be obtained, for example, through self-study or by Navy sponsored programs including job training.

It should be emphasized that a successful career in the Supply Corps is a result of sustained superior performance especially at sea. As you put your career together, mix jobs that add to your skill set and provide personal satisfaction. Focus on a path that will lead to senior logistics management positions.



2. CAREER DEVELOPMENT RESOURCES

While meeting the needs and desires of each individual is vital, career development plans and policies must change over time with the changing needs of the Navy and as expertise requirements expand with the development of new technical and managerial knowledge.

This means our programs are subject to continuous review and modification. Officers must be flexible and continue to reassess their expertise and potential to weigh them against future goals. Past performance will influence the alternatives available. The expertise and skill acquired will influence future options.

To keep abreast of the current trends, Supply Corps officers are encouraged to take advantage of all career development resources. Besides this publication, here are a few suggested resources:

- **Senior Supply Corps Officers**. Junior officers can gain insight to career planning from senior Supply Corps officers. There is no one set path for a successful career, but senior officers can provide perspective in developing a solid plan.

- **INTERNET Websites**. Officers can gain direct access to information via the INTERNET. Much of the information and topics covered in this publication, can be found on the World Wide Web. Several sites offer “*hotlinks*” to valuable information.

United States Navy Homepage: <http://www.navy.mil>

NPC Homepage: <http://www.bupers.navy.mil>

NAVSUP Homepage: <http://www.navsup.navy.mil>

- **OP Roadshow**. Annually, the Supply Corps Office of Personnel (SUP OP) produces an 'OP Roadshow' whereby the detailers and community managers visit various commands worldwide to provide a career management presentation and personally interview officers and review their records. The OP Roadshow provides a sort of "state of the Supply Corps" address that is endorsed by the Chief of the Supply Corps. All officers are encouraged to attend the Roadshow to get the latest insight into career management.

- **"Flash From the Chief"**. Occasionally, the Chief provides information, which is career significant and time sensitive, to all Supply Corps officers via a "Flash". A "Flash" memorandum gives a quick note updating new procedures, emphasizing career needs, promotion zones, and other information the Chief determines critical for all Supply Corps officers. The "Flash" is available on-line through the NAVSUP homepage (www.navsup.navy.mil).

- **Supply Corps Newsletter**. NAVSUP publishes this periodical bimonthly. The newsletter provides notes from the Chief, the Vice Commander, and other important military and civilian leaders in the NAVSUP claimancy. The OP & You section provides information regarding selection boards, record maintenance, and career management. Selection board results and orders announcements are also frequently presented.

- **NPC Perspective**. Navy Personnel Command (NPC) publishes this periodical bimonthly. The "Supply Corps (PERS-4412)" section features articles about different jobs, locations, and keeps Supply Corps professionals informed about future trends and opportunities. This tool is an effective resource to gather information on potential duty stations.

- **Supply Corps Directory**. This annual publication lists the active duty station of all Supply Corps officers and their projected rotation dates (PRD). Because billets and PRDs change frequently, this publication should not be considered an exact job availability list. If utilized as a guide, the Directory can be useful to keep track of shipmates, mentors and to determine "where in the world Supply Corps officers currently serve".

FIGURE 1-1 General Career Development Path

GENERAL SUPPLY CORPS CAREER PATTERN

RANK	YR	ROTATION	POSSIBLE TOURS
CAPT	26	CONUS	COMMAND, Policy Development, Fleet or Type Commander, DLA, FISC, ICP
	25	FOREIGN SHORE	
	24	(36 Months)	COMMAND – Career Development FISC, ICP, DLA
	23	CONUS	
CDR	22	FOREIGN SHORE	LARGE SUPPLY AFLOAT CV-CVN-AFS-AOE-TAFS-LHA-LHD
	21	(36 Months)	
	20	SEA Tour (24 Months)	Management Development Joint Tours, Acquisition Professional Community Tour, Senior Service School
	19	CONUS	
Sea Board	18	(36 Months)	ASUPPO Large Deck DEPT HEAD Cruiser Diversification
	17		
	16		Subspecialty Assignment Operational Tour Junior Service School
	15	SEA or FOREIGN SHORE (24-36 Months)	
LCDR	14	CONUS	Technical Development
	13	(36 Months)	
	12	PG (18 Months)	Supply Afloat Tour (DEPT HEAD)
	11		
LT	10		Subspecialty Development
	09		
	08	SEA Tour (30 Months)	Supply Afloat Tour (Assistant)
	07	CONUS	
LTJG	06	(24 months)	Basic Supply
	05		
	04	SEA Tour (36 Months)	Basic Supply
	03		
ENS	02		Basic Supply
	01	NSCS (6 Months)	

FIGURE 1-2 Blank personal career plan

INDIVIDUAL CAREER PLAN

NAME _____ **DATE** _____

PRIMARY FUNCTIONAL AREA _____

RANK	YR	ROTATION	TOURS (PLANNED AND COMPLETED)
CAPT	26	CONUS	
	25	FOREIGN SHORE	
	24	(36 Months)	
	23	CONUS	
CDR	22	FOREIGN SHORE	
		(36 Months)	
	21	SEA Tour	
	20	(24 Months)	
Sea Board	19		
	18	CONUS	
	17	(36 Months)	
	16		
LCDR	15	SEA or	
	14	FOREIGN SHORE	
	13	(24-36 Months)	
	12	CONUS	
LT	11	(36 Months)	
	10	PG (18 Months)	
	09		
	08	SEA Tour	
LTJG	07	(30 Months)	
	06		
	05	CONUS	
		(24 months)	
ENS	04	SEA Tour	
	03	(36 Months)	
	02		
	01		
		NSCS (6 Months)	Basic Supply

B. THE DETAILING PROCESS



If there is one area of career planning that appears mysterious; it is the detailing process. Detailing consists of carefully balancing three critical elements: personal desires, individual career development and the Navy's mission. These elements, commonly referred to as the detailing triad, are not always in harmony. Finding the right mix can be a challenging and emotional event.

Understanding how the process works is instrumental in ensuring you make the right decision for your career.

The NPC organization is designed to help facilitate the proper mix of each triad component by segregating assignment and placement officer functions. Detailers are the officer's advocates. They match each officer's desires/requirements with the needs of the Navy (posted billets) and propose them electronically into the Officer Assignment Information System (OAIS). Placement officers serve as the command's advocate. They review and control activity manning levels, interface directly with commands under their purview for all their officer requirements and post billets which need to be filled. Detailers control and adjust PRDs while Placement Officers control and adjust Availability Dates (the earliest date at which the Commanding Officer has made a constituent available for transfer).

In the past, the Supply Corps did not distinguish between these functions. Supply Corps detailers assumed both assignment and placement officer roles that allowed for maximum flexibility with no automated controls or oversight. Force reductions, improved asset visibility, and the need for more efficiency has necessitated a definite division of placement and assignment officer responsibility. Now each activity has their own placement officer to ensure a fair distribution of limited personnel.

The detailing process begins by identifying a requirement, usually caused by a projected transfer of an incumbent or the establishment of a new billet. Detailers try to fill this requirement with one of their assets who have a projected rotation date near the required fill date. Communication is the primary catalyst for an effective detail. Communicating your preferences and goals early in the process to the detailer is critical. There are several ways to communicate your preferences. The most common method is the officer preference card, but electronic mail, letters, phone calls and SALTSGRAMs can also convey a clear message.

The detailing process usually starts 9 to 12 months in advance of an officer's PRD. The normal sequencing is to satisfy the sea/overseas details before CONUS assignments. To maintain flexibility in assignments and conserve Permanent Change of Station (PCS) funds, we utilize a detailing "window." This window is one month before PRD to two months after the PRD. This 4-month "window" makes more officers and billets available at a given time and allows for greater selectivity. The detail is firmed up 6 to 9 months before the rotation date.

The next step is converting the assignment proposal to orders. This administrative process is designed to be a normal check and balance of the system, as well as accommodating the required accounting processes. The final output is a set of PCS orders for you. The BUPERS goal is to provide written orders four to six months prior to detachment.

As stated earlier, personal preference is a strong consideration. Telephone calls, electronic mail, letters, SALTSGRAM(s) and the Officer Preference and Personal Information Card, NAVPERS 1301/1 (REV 10-83), are all methods by which choices can and should be stated. Care and effort should be taken to ensure an up-to-date and realistic set of preferences and telephone contact numbers are available to your detailer. Unexpected service requirements can create sudden career opportunities. Therefore, it is best to have an up-to-date preference card on file and keep in touch with your detailer throughout the process.

The best practice is to submit a preference card annually and at anytime there is a significant change in your preference for an operational assignment, postgraduate education or marital/family status.

As much personal information as possible should be annotated on the preference card. The Supply Corps is a small community and we strive to emphasize a personal touch in all transactions. Many situations arise in the career development and detailing functions that require personal information from our Supply Corps officers.

Remember, several factors can impact a detailing decision: personal desires, billet availability, experience, PCS funding, and professional development. The decision regarding what is next for you reflects the detailer's judgment regarding these factors.

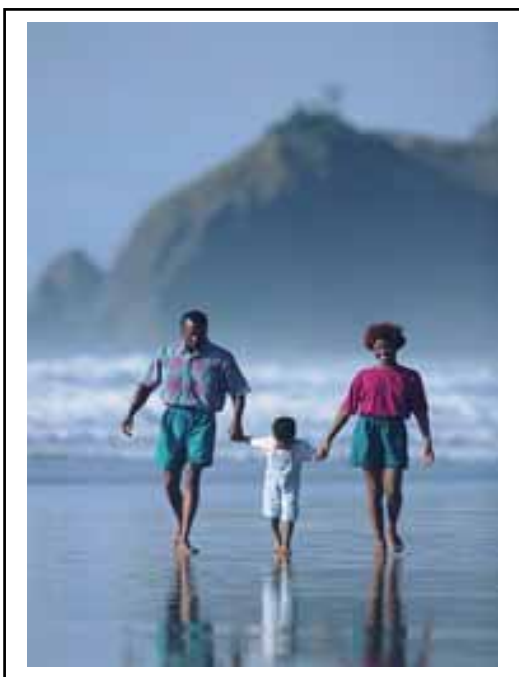
1. BILLETS

Detailers do not decide how many Supply Corps billets should be assigned to a command, what grade the billets should be or in what functional area they will be assigned. These are management decisions--made by the appropriate chain of command, with OPNAV being the final authority. Once OPNAV approves an activity's billet structure, every effort is made to understand the specific requirements of each job (function to be performed, background desired, etc.) by talking with the Commanding Officer or a designated representative. When a billet is significantly different from what was described, the incumbent is encouraged to advise the detailer.

2. EXPERIENCE

Once the NAVSUP-OP staff is aware of the jobs to be filled, a review of the officers rotating is conducted. OP looks at past tours to determine experience, special qualifications and previous performance. The importance of attaining superior professional performance in all jobs cannot be overemphasized. Assignment to activities commanded by senior Supply Corps officers (i.e., ICPs and Stock Points) does not mean all the "right things" necessary to get ahead have been done. Superior performance is by far the most important factor in determining future promotions and selections for postgraduate education and service schools.

3. PCS CONSTRAINTS



Officer tour lengths are established using Secretary of Defense (OSD) policy, needs of the Navy, professional career development and the desires of the individual. Here are some terms that can help clarify tour length and obligated service requirements.

a. Time on Station (TOS) is defined as the period served in the same geographical area. It differs from an activity tour in that time on station may be satisfied by one or more activity tours in the same geographical area. TOS applies specifically to concurrent CONUS shore tours. As with billets themselves, requirements for transferring to a follow-on shore tour in another

geographic area will be determined by service financial constraints, support requirements, individual skills, needs of the Navy and personal preferences. All officers must serve 36 months in the same geographic area if transferring under funded PCS orders to a follow-on shore tour in a different geographic locale. There are exceptions to the 36-month time on station requirements when sea or overseas transfers, separations, humanitarian waivers, joint duty, spouse collocation, or new construction ships are involved.

b. Retainability applies to all transfers. It ensures that an officer has the capability to complete prescribed tour length requirements. An officer must meet retainability requirements to receive orders. This retainability factor is of interest to both junior and senior officers who may find themselves extending beyond their service obligation date just to accept a set of PCS orders. Retainability has no waivers or exceptions. Current requirements are:

- *CONUS sea or shore to CONUS shore--two years.
- *CONUS sea or shore to CONUS sea--one year.
- *To overseas shore--depends on location and if accompanied by family.
- *To overseas sea--full SECNAV prescribed tour length (depends on paygrade).
- *Overseas to CONUS--one year (six months if from unaccompanied tour).

c. Minimum Tour for Separation (MTS) is activated when an officer accepts orders. This is the minimum specified time an officer shall complete at the new duty station before being allowed to retire or resign. MTS requirements are the same as the retainability period.

4. PROFESSIONAL DEVELOPMENT

When all the factors mentioned above have been considered, an evaluation of the available alternatives is made to ensure an assignment provides the challenges necessary for continued professional development. There are no strict career paths. The diverse background of Supply Corps officers and the varied opportunities available to them require detailers to recognize that professional development differs from one individual to the next. Learned skill sets and comparison of duties with peers and seniors is a place to start in this critical evaluation.

5. PERSONAL PREFERENCE

Every officer has the responsibility in the detailing process to make his/her desires known to the detailer who will carefully consider preferences whether it be command type, billet or geographical location. The format of the preference card may not allow a complete explanation of the options considered. Therefore, it is strongly recommended that the preference card be followed up with a telephone call, letter, email, SALTSGRAM or personal interview.

CHAPTER 2

CAREER PLANNING

FROM PHILOSOPHY TO PLAN

When planning your career, there are some basic factors that need to be considered. Your career plan should include a balance of challenging tours and personal interests. Unfortunately, the term "challenging tours" is difficult to define and is really a subjective term. Here are some thoughts on what should be included in a career plan.

Try to take jobs that interest you. The key to a successful Supply Corps career is performance and you are more apt to perform better in jobs that you enjoy. You may try to view your work as our civilian counterparts do -- the Supply Corps is a corporation. Explore your options and use the corporate managers for information. Junior officers should make appointments to see senior Supply Corps leaders. Mentoring promotes networking as well as providing job specific information.

As budget constraints restrict PCS moves, career plans must adjust and a balance struck between location diversity and homesteading. If you are ordered into an area with a large concentration of military, you may consider remaining in that location for a couple of tours and look for jobs with increasing responsibility and scope. On the other hand, should you receive orders to an area of little naval presence, it may not be beneficial to your career to serve more than one tour in that area. The "detriment of homesteading" lies in limited exposure to varied operational logistics and experience in diverse functional environments. The Supply Corps is not asking officers to move every three years to make a successful career, but instead to build a "resume" of broad based logistics knowledge and functional area expertise.

As you develop your particular career plans and strategies, use all the resources available! The Chief provides information via his periodic FLASH message. Senior Supply Corps officers are always willing to share their experiences and offer advice. Read the Supply Corps Newsletter and BUPERS' bimonthly career tips in the Perspective. The annual OP Roadshow is a great informational resource and a "must see" event for all Supply Corps officers.

Professional development in the Supply Corps is achieved through experience, job qualifications, and education. This experience must be applicable to numerous billet requirements in various functional areas in order to provide for natural career progression. The following provides information for development of your initial career plans.

THE BASICS

A. ENTRY INTO THE SUPPLY CORPS

The first requirement for entry into the Supply Corps is to earn a commission in the U.S. Navy. This may be accomplished through any one of several officer programs: U.S. Naval Academy, Naval Reserve Officer Training Corps (NROTC), Officer Candidate School (OCS), or Limited Duty/Warrant Officer Programs. Personnel who apply and are accepted for a commission as a reserve officer in the Supply Corps through the OCS program will attend OCS and be commissioned as an ensign in the Supply Corps. Local Navy Recruiting Officers have extensive information on the various officer programs.

Some officers enter the Supply Corps through re-designation or transfer from other communities. The officers who re-designate may or may not be at a disadvantage in comparison to their peers depending on the timing of their transfer. They should tailor their career paths accordingly. A "line-transferee", for example, should determine if they have gained the same skill sets that their peers have gained. More than likely, the only difference is the exposure to Supply Corps skills during the first sea tour and a potential for "fewer Supply Corps type jobs" on their resume. This is a subjective assessment, but every officer should try to make every job "count".



B. NAVY SUPPLY CORPS SCHOOL

Navy commissioned officers that enter the Supply Corps will attend the Navy Supply Corps School (NSCS) in Athens, GA before their first operational duty assignment. The mission of the school is to train students in the duties of Supply Corps officers afloat and ashore and to successfully perform as naval officers in a variety of functions and under a myriad of conditions which bring credit to themselves, the Corps, and the naval service. The Supply Corps Officer Basic Qualification Course (BQC) is designed to prepare Supply Corps officers to fulfill their initial professional duties.

Whether the individual is a newly commissioned Ensign or a more senior officer transferring into the Supply Corps, all must attend the BQC at NSCS to learn the basic skills of being a Supply Corps officer.

C. FROM NSCS TO SEA DUTY

Sea duty is vital in the development and future effectiveness of Supply Corps officers. One must not lose sight that Supply Corps officers are foremost and always naval officers. The Supply Corps is a seagoing Corps and approximately one-third of the total Corps is always assigned afloat.

Superior service to the fleet is the primary goal of the Supply Corps. Responsive support to the fleet is dependent upon understanding the responsibilities and needs of the line community and the technical, operational, and maintenance characteristics of installed systems.

Assignment to sea billets however, is not a training evolution for Supply Corps officers. Jobs at sea are there to support the fleet. Regardless of the sea assignment, as a ship's supply officer or an assistant to the supply officer, as a Commander or an Ensign, outstanding performance will benefit the Navy and the officer's personal career.

D. DEVELOPMENTAL - First Shore Tour

Your first shore duty is used to provide functional development in the broad area of logistics management and acquisition. If you are interested in a particular functional area, you may indicate your preference for this type of assignment on your Officer Preference and Personal Information Card. You must however, contact your detailer regarding specific assignment and available opportunities.

The Supply Corps Internship programs provide exceptional formal and on the job training in various areas of acquisition management and are an excellent choice for a first shore tour assignment. (See the Third Pillar – Education in part II of this chapter for further information on internships.) Various Defense Logistics Agency (DLA) billets also offer acquisition training opportunities. If you are nominated for duty in a billet that requires special functional training, you will probably be assigned to various courses enroute as part of your PCS orders or on a temporary additional duty basis once on board a duty station. Normally, considerable advance planning is required on the part of your command to project annual training requirements and

obtain the required quotas for attendance at functional schools. Talk to your Command Training Officer for additional information.

Other choice shore assignments include instructor duty at the Naval Supply Corps School in Athens, Ga. The screening process for these assignments is very competitive. The primary selection criteria are superior job performance as reflected in fitness reports, warfare qualification at sea, and solid academic performance in the BQC. NSCS seeks a broad, diverse group of officers with varying warfare backgrounds and platform experience. Officers interested in applying should submit a written request to the following address to have their record screened and forwarded to NSCS for further consideration:

Navy Personnel Command
PERS 4412I
5720 Integrity Drive
Millington, TN 38055-4412

Billet considerations should include additional warfare experience and qualification opportunities at various support and operational activities. Opportunities vary with unit assignment. Contact your detailer for specific information.



E. FOLLOW ON SEA TOUR(S)

Solid performance at sea is the foundation of a successful Supply Corps career. Traditionally, two sea tours are completed before screening for Lieutenant Commander. A career plan should include at least one independent department head tour before screening for Commander. However, if you plan your sea tours properly, you may have the opportunity for three sea tours prior to Commander. A common attribute for those Commanders selected for CDR sea duty is exemplary performance at sea.

Submarine tours, both SSN and SSBN, are presently being filled by Ensigns graduating from the BQC. However, if you are a Lieutenant looking for a submarine tour, contact the Ensign sea detailer and request consideration for this department head assignment.

F. OVERSEAS DUTY

There are unique challenges that overseas shore duty or duty aboard forward deployed ships provide that cannot be obtained in CONUS. The professional growth opportunities of overseas duty are essential and should be experienced during a Supply Officer's career. The skills developed and the exposure to diverse cultures are practical and unique assets that will continue to benefit you in your Navy career. Accompanied overseas tours of duty provide an opportunity for families to establish memories of a lifetime. The experience of living in another culture and the additional opportunities to travel to neighboring nations are exciting. Every officer will have the opportunity to serve abroad. You should try to build your career with an overseas duty assignment included. Most officers will serve overseas at least once -- be proactive and select when you want to go.

G. JOINT SERVICE TOUR

The ability of our Navy to operate effectively with the other Services is vital to our war fighting capability. To foster this ability, a number of Supply Corps officers are assigned to joint military training and education and to duties with other services and to joint staffs. Experience in a joint duty billet is a factor which selection boards take into account when picking senior officers for promotion. The selection boards strive to achieve parity between members in Joint duty assignments and members assigned to Navy Headquarters. A joint service tour is an excellent way to broaden your career and improve your opportunity for promotion.

THE THREE PILLARS TO YOUR CAREER

I.	QUALIFICATION
II.	ASSIGNMENT
III.	EDUCATION

I. THE FIRST PILLAR--QUALIFICATION

A. WARFARE QUALIFICATION

While at sea, whether in a ship, submarine, or aviation squadron, a Supply Corps officer has the opportunity to participate in a Supply Corps warfare specialty program. These programs enhance our knowledge and understanding of weapons platforms while also contributing to a more credible relationship with our line counterparts. An important point must be emphasized: these warfare programs are designed to allow Supply Officers the opportunity to develop specific skills and are significant factors considered by promotion boards. Superior performance, nevertheless, is the key to promotion.

Common prerequisites across the board for the Supply Corps warfare qualification are a minimum of one year on board, a qualifying command billet and satisfactory performance of primary Supply duties (i.e. a satisfactory LMA score).

1. Submarine Supply Corps Officer Program (SUPSUBWAR)



The Submarine Supply Program was approved in 1964. For those Supply Corps officers assigned PCS onboard a submarine, qualification under this program is mandatory. Qualification criteria includes completion of the 12 week Submarine Basic course, qualification as Diving Officer of the Watch, completion of the required program of instruction, and CO/XO interview and Squadron Commander approval. An officer who wishes to qualify under this program must pass a formal oral qualification board; once he passes the board and obtains the Commanding Officer and Squadron Commander's approval he is authorized to wear the

Submarine Supply Corps Warfare breast insignia. Additional guidance can be found in COMSUBPAC JOINTINST 1522.14 series.

2. Naval Aviation Supply Officer Program (NASO)



The Aviation Supply Officer Program was approved in October 1984. An officer who wishes to qualify under this program must first meet the qualification criteria that include serving one year in a designated billet and completing the required program of instruction. Second, the qualifying Officer must obtain the Commanding Officer's recommendation. The Type Commander (TYCOM) is the approving authority. Once designated, the officer is authorized to wear the Naval Aviation Supply Corps Officer breast insignia. Additional guidance can be found in the OPNAVINST 1542.5 series (<http://neds.nebt.daps.mil/Directives/dirindex.html>).

3. Surface Warfare Supply Corps Officer Program (SWSCO)



The Surface Warfare Supply Program was approved in December 1984. Qualification criteria include completion of Personnel Qualification System (PQS) courses for Division Officer Afloat, Deck Watches Inport, and applicable sections of Surface Warfare Officer Qualifications (ENG, CICWO, OOD, etc.). An officer who wishes to qualify under this program must first pass a formal oral qualification board approved by the Commanding Officer. Once designated, the officer is authorized to wear the Surface Warfare Supply Corps Officer breast insignia. Additional guidance can be found in OPNAVINST 1412.6 series (<http://neds.nebt.daps.mil/Directives/dirindex.html>).

4. Seabee Combat Warfare Specialist Program (SCWS)



The SEABEE Officer program was approved in March 1992. Qualification criteria include completion of PQS for Naval safety supervisor, Naval construction force/SEABEE CPO/POI, SEABEE combat handbook, and completion of local disaster recovery training exercise. Upon approval by the Commanding Officer, the officer is authorized to wear the SEABEE Officer breast insignia. Additional guidance can be found in OPNAVINST 1410.1 (<http://neds.nebt.daps.mil/Directives/dirindex.html>).

B. ADDITIONAL QUALIFICATION DESIGNATORS (AQD)

As Supply Corps officers gain experience, they are given codes to specifically document the type of experience or qualification gained. These codes, known as Additional Qualification Designators (AQDs), are reflected in block 72 of the Officer Data Card (ODC) and on the bottom-left portion of the Officer Summary Record (OSR). AQDs assigned prior to 1974 will indicate 99 in the year assigned. Since 1974, the AQD field has been expanded to reflect the year in which the qualification was gained. All officers are encouraged to verify this information during the yearly review of their ODC. The AQDs available for Supply Corps officers appear in **Chart 2-1**.

The following guidelines are considered when assigning AQDs:

- Twelve month rule - An officer must serve satisfactorily for at least 12 months in a specialized area to be designated as proficient. Although 12 months is the minimum, proficiency is usually attained by serving a full 2 or 3 year-tour in an area, often preceded by a period of functional training or postgraduate education.
- Twelve-year rule - An officer will be considered as having lost a given functional proficiency if not practiced within 12 years.
- Family concept - An officer who becomes proficient in one area is considered potentially detailable to the other area in the same functional "family." A junior officer normally develops a proficiency by gaining experience through increasingly complex assignments in a functional area. For example, he/she proceeds through disbursing, auditing, and accounting/fiscal billets in the Financial Management "family."

AQD codes can apply to a billet in that they identify additional qualifications, skills and knowledge required to perform the duties and/or functions of the billet beyond those implicit in the billet designator, grade, billet classification, or subspecialty code.

The following listing shows the AQDs that are available for assignment to Supply Corps officers. Assignment should be requested upon successful completion of the applicable tour. If you feel that you are entitled to an AQD that is not on your Officer Data Card, you can request the AQD assignment from NAVSUP OP-31.

Chart 2 -1

ADDITIONAL QUALIFICATION DESIGNATORS

Code	Title	Criteria
900	Financial Management (SC FINMGMT)	-- Officer has obtained broad experience in the financial arena through a series of financial tours; served as comptroller of a major activity; served in financial planning at a Headquarters activity or at the NAVCOMPT level.
901*	Accounting and Fiscal (SC ACTFISC)	-- Officer has directed or assisted in directing the accounting or fiscal department of an activity.
902*	Disbursing (SC DISBURS)	-- Officer has served as disbursing officer of a significant shore activity or disbursing officer of a large ship (1,500 accounts or larger).
903*	Auditing (SC AUDIT)	-- Officer has had an auditing assignment in the Naval Audit Service, on an Inspector General's staff, or in internal auditing of a large command.
905	System Inventory Mgmt (SC SYSINV)	-- Officer has been involved in the planning and management of inventory control methods and systems at the ICP or Project manager level.
906*	Integrated Logistics Support (SC ILS)	-- Officer has served in an Integrated Logistics support related billet at a Hardware Systems Command, a Project Office, or in a related billet at an ICP.
908*	Inventory Control (SC INVCONT)	-- Officer has been directly responsible for inventory control functions at a Navy stock point or other major activity with inventory control responsibilities.
909*	Allowances/Outfitting (SC ALLOW)	-- Officer has been directly involved in allowance list determination and/or outfitting policy or procedures at NAVSUP, ICP, FISC, NSY, FOSSAC etc.
910	Food Service Mgmt (SC FOODMGT)	-- Officer has had an assignment involving subsistence policy at NAVSUP 05, NFSSO, DPSC, Food Management Teams or multiple food service billets.
911	Food Service Officer (SC FOODSRV)	-- Officer has served as Food Service Officer of a large ship or major shore station.

913	Petroleum Management (SC PETRMGT)	-- Officer has served as Fuels Officer or Liquid Oxygen Plant Officer of an Air Station or major shore activity.
914*	Fuel Storage Officer (SC FUELSTR)	--Officer has served as Fuels Officer or Liquid Oxygen Plant Officer of Air Station or major shore activity.
916	Acquisition Contracting (SC PROCRMGT)	-- Officer has been involved in contracting policy, acquisition of material or as Procurement Contracting Officer (PCO).
917*	Contract Admin (SC CNTRADM)	-- Officer has been assigned as Administrative Contracting Officer (ACO) or worked in contract administration, quality assurance or contract termination.
920	Transportation Management (SC TRNMGT)	-- Officer has had broad general experience in the transportation arena through a series of different transportation tours or served in a transportation policy billet at MTMC, NAVSUP or a major staff.
921*	Traffic Mgmt (SC TRAFFIC)	-- Officer has planned or directed the movement of cargo by various means.
922*	Terminal Operations (SC TERMOPS)	-- Officer has had an assignment in the loading, discharging, and handling of cargo at a terminal.
923*	Warehousing (SC WAREHSG)	-- Officer has managed the warehouse and/or storage facility of an ashore activity.
924*	Property Disposal (SC PRCPDSP)	-- Officer has administered the property disposal function at a shore facility.
925*	Household Goods (SC HHG)	-- Officer has managed the household goods function at a shore activity.
926	Computer System Management (SC CPSYSMT)	-- Officer has served as data processing officer at a major computer installation ashore and has been responsible for program development and/or UADPS implementation.
927*	Data Processing (SC DATAPRO)	-- Officer has served as data processing officer or assistant aboard an automated ship or at a shore station utilizing prepared machine programs (EAM Officers).
930	OP Research/Systems (SC OPSRSCH)	-- Officer has served in an operations research, systems analysis or systems design billet.
933	Merchandising Mgmt (SC MRCHMGT)	-- Officer has served as a Navy Exchange, Assistant Navy Exchange Officer, Sales Officer on a carrier, or in a NEXCOM related billet.

934	Commissary Store Operations (SC COMMISS)	-- Officer has served as OINC or Assistant OINC of a Commissary Store.
935	CDR SC Officer Sea Board Complete (SC CDRSEA)	-- Officer successfully completed a Commander Supply Officer Afloat Tour.
936	CDR SC Officer Sea Board Assigned (SC CDRSEAASGN)	-- Officer has been assigned to a Commander Supply Officer Afloat Tour.
937	CDR SC Officer Sea Board Select (SC CDRSEABDSEL)	-- Officer has been selected for assignment to a Commander Supply Officer Afloat Tour.
939	Ordnance and AMMO (SC ORD&AMO)	-- Officer has managed ordnance material at SPCC, NWS, NAD, NOL, SYSCOM, etc.
940	Ship Outfitting (SC SHIPOUT)	-- Officer has served as Supply Officer of a new construction or major ship conversion, assigned to a SOAP Team, or outfitting activity (Shipyard).
941	Submarine Support (SC SUBSUPPT)	-- Officer has served as Supply Officer on SSBN or an SSN, assigned a support role at a PMO, SUBPAC, SUBLANT, or SPCC.
942	Aviation Support (SC AVSUPPT)	-- Officer has managed aviation material while assigned to a CV, CVN, LHA, LPH; or assigned to ASO, AIRPAC, AIRLANT or a naval air station.
943	International Logistics (SC INTNLOG)	-- Officer has served in international logistics, international sales, or an international support policy billet.
944	Cold Weather Support (SC COLD WEA)	-- Officer has served in the DEEPFREEZE or Antarctic Support Program.
945	DOE, AEC, and ERDA Program (SC AEC/ERDA)	-- Officer has served in the DOE/AEC/ERDA/Naval Nuclear Propulsion Program.
946	Duty in DLA (SC DSA)	-- Officer has been assigned to any DLA activity.
947	Duty in Joint Activities (SC JNTACT)	-- Officer has been assigned to any Joint Activity other than DLA.
948	Afloat "I" Duty as	-- Officer has been the Supply Officer of a ship in a

	LCDR (SC SO AFLT)	lieutenant commander or senior billet.
960	Seabee Combat Warfare Specialist (SCWS)	-- Officer has qualified as Seabee Combat Warfare Specialist IAW formal program prescribed by OPNAVINST 1410.1 series.
BC8	Naval Aviation Supply Officer NASO (NAVAVSUPO)	-- Officer has qualified as a Naval Aviation Supply Corps Officer IAW current fleet instructions and OPNAVINST 1542.5 series.
LA8	Surface Warfare Supply Corps Officer (SUPSURFWAR)	-- Officer has qualified as a Surface Warfare Supply Corps Officer IAW current fleet instructions and OPNAVINST 1412.6.
LA9	Surface Warfare Officer (SURF WAR)	-- Officer has qualified as a Surface Warfare Officer IAW current fleet instructions and OPNAVINST 1412.2 series.
SQ1	Submarine Support (SUPSUBWAR)	-- Officer has qualified as a Submarine Supply Corps Officer IAW formal program prescribed by COMSUBPACJOINTINST 1522.14 series.

* This code is dropped when the top code in the same series is gained. The above AQD system is utilized only in the Supply Corps and compliments but does not replace the Navy Officer subspecialty system as outlined in OPNAVINST 1211.6 series (<http://neds.nebt.daps.mil/Directives/dirindex.html>).

C. JOINT QUALIFICATION



As joint operations become more common, the importance of joint qualification has grown. Designation as a Joint Specialty Officer (JSO) is a requirement to fill critical joint billets and for promotion to Flag rank. The Joint Chiefs of Staff look very closely at promotion statistics of joint designated officers. The Navy Joint Specialty Officer selection board convenes each November to review individuals' records who have met the Joint Professional Military Education (JPME) and the Joint Duty Assignment (JDA) requirements. While no

individual request / package is required it is prudent to validate your eligibility.

To be designated a JSO, you must meet the following requirements:

- a. Complete JPME:
 - National War College or Industrial College of the Armed Forces (ICAF),
or
 - Phase I at any U.S. Service College, selected Fellowship, or Foreign War College **and** Phase II at the Armed Forces Staff College (AFSC).
- b. Complete a Joint Duty Assignment.
- c. Be selected by a Navy JSO selection board.
- d. Be approved by the Secretary of Defense (SECDEF).

Following SECDEF designation, notification is made via NAVADMIN message and the BUPERS homepage. Further information is available through the office of Special Assistant for Joint Matters (PERS 45J) at: P45J@persnet.navy.mil or telephone number (901)874-4217, DSN 882-4217.

Officers designated by SECDEF as joint specialists receive either a JS5 or JS9 AQD depending on the joint tour type which appears on the Officer Data Card (ODC) -- both are equivalent.

Below is a list of applicable joint additional qualification designators applied to personnel:

JS1	Joint Professional Military Education (JPME) Graduates (FULL JPME)	-- Includes National War College, and the Industrial College of the Armed Forces (ICAF).
JS2	Joint Duty Credit (JOINT TOUR)	-- Received joint duty credit for completion of a Joint Duty Assignment (JDA), either in a Joint Duty Assignment List (JDAL) billet after January 1, 1987 or a qualifying JDAL billet before January 1, 1987.
JS3	JSO Nominee (JPME JSONOM)	-- Any JPME graduate who is serving in or has served in a JDAL billet. This should not be confused with JS5 which is a SECDEF designated JSO based on education / experience. JS3 is primarily an admin AQD used by BUPERS.
JS4	Critical Occupational Specialist (COS) JSO	-- A COS who has not completed full JPME and is serving or has served in a JDAL billet. JS4 is primarily

	nominee (COS JSO NOM)	an admin AQD used by BUPERS.
JS5	Joint Specialty Officer (JSO)	-- An officer who is selected by the Navy board and then approved and designated by SECDEF as a JSO. Designation as a JS5 is made after SECDEF has approved the Navy selection board list.
JS6	Joint Equivalency Waiver (JEQUIVASNMT)	-- In-service billet joint service credit prior to October 1, 1986 tour. May count as joint credit for flag, extended through 1999. Applying four year rampdown beginning in 1995. Promotions using joint equivalency waiver require a joint assignment before 0-9.
JS7	Graduate of a Phase I school as defined by Office of SECDEF (JPME PHASEI)	-- Any officer who graduates from an intermediate or senior college after January 1990 or who graduates from selected foreign war colleges or fellowships. Note: Until January 1, 1994, graduates of service colleges during academic years 1985-1988 received Phase I credit. If Phase II was completed before January 1, 1994 the officer will be credited with full JPME. If not, Phase I credit is lost.
JS8	Graduate of Armed Forces Staff College (JPME PHASE2)	-- graduate of JPME phase II after July 90. Armed Forces Staff College.
JS9	Critical Occupational Specialist (COS) takeout JSO (COS TKO JSO)	-- An officer designated a JSO via the Critical Occupational Specialist (COS) takeout tour provision (two years).
JD1		Non-critical billet on the JDAL
JD2		Critical billet on the JDAL; must be filled with a JSO.

D. ACQUISITION QUALIFICATIONS

1. DAWIA – DEFINITION

“DAWIA” is an acronym for the 1990 Defense Acquisition Workforce Improvement Act (Title 10 U.S.C. 1701-1764). DAWIA’s purpose is to improve the effectiveness of the acquisition workforce through enhanced education, training and career development. It established formal acquisition career paths, designated acquisition positions, and established a formal certification process. Anyone serving in a designated acquisition position must meet DOD’s certification standards and / or specific DAWIA legal requirements.

2. ACQUISITION PROFESSIONAL COMMUNITY (APC) - DEFINITION

The APC consists of a select group of highly skilled military acquisition professionals who meet specific education, training and experience requirements. APC membership is a prerequisite for assignment to approximately 100 Supply Corps Critical Acquisition Positions (CAPs) at the O-5 level or above unless the requirement is waived before the individual enters the CAP.

3. REQUIREMENTS FOR APC MEMBERSHIP.

To become an APC member, all DON military personnel must submit an application to the APC Selection Board (mail or fax to PERS 447 or email to P447@persnet.navy.mil) typically held in February and August of every year. Look for the NAVADMIN release prior to the boards for the specific application deadline dates, points of contact, and other APC Selection Board information. For more information about the APC and the application process contact the Supply Corps Career Counselor at: P4412q@persnet.navy.mil.

a. ACADEMIC REQUIREMENTS

- (1) Must be an O-4 or above.
- (2) Have a baccalaureate degree from an accredited educational institution.
- (3) Complete at least 24 semester credit hours in business related disciplines of accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
- (3) Be certified at either Level II or III in one of the acquisition career fields.

b. ALL APC APPLICATIONS SHOULD CONTAIN THE FOLLOWING INFORMATION

- (1) Name, rank, year group, SSN, DESIG.
- (2) Educational background (school, degrees obtained, majors;

- be sure to include any business/management credits obtained.
- (3) Summary of acquisition experience including months spent in each acquisition position.
 - (4) Summary of DAU mandatory acquisition training courses completed and career field certifications obtained.

c. WAIVERS INTO THE APC

An approved APC Selection Standards Waiver will waive a requirement and permit entry into the APC. The APC Selection Standards Waiver may only be used for an incumbent of a DON Critical Acquisition Position (CAP) or a person tentatively selected for a DON CAP. O-4s not selected for CAPs must meet all APC requirements before being selected for APC membership. The one APC selection standard that may not be waived: the grade requirement. You must be an O-4 or above to apply. For more information concerning waivers contact PERS 447 (P447@persnet.navy.mil), the Supply Corps Career Counselor (P4412@persnet.navy.mil) , or the Supply Officer Community Manager.

d. IMPORTANCE OF JOINING THE APC

The importance of acquisition professional community membership is recognized on promotion boards. Current precepts provide guidance that officers designated as members of the APC should be promoted in parity with the overall board average.

e. ACQUISITION POSITIONS - DEFINITION

Acquisition positions are designated military billets that have acquisition duties and fall into established acquisition position categories. There are two subsets of acquisition categories: Critical Acquisition Positions and non-Critical Acquisition Positions. **A Critical Acquisition Position (CAP)** is a military acquisition billet that must be filled by an officer at the O-5 level or above and is a member of the Acquisition Professional Community (APC). **A non-CAP** is a military billet that does not require an O-5 or above or a member of the APC.

f. HOW ACQUISITION POSITIONS ARE IDENTIFIED

Each DON organization examines its positions against DOD and DON criteria to determine if the position belongs in the acquisition workforce. If the position falls within the criteria, it is designated as an acquisition workforce position.

g. HOW TO IDENTIFY ACQUISITION POSITIONS AND PERSONNEL

There are approximately 550 acquisition (DAWIA) billets currently designated for Supply Corps Officers. The following table provides a breakdown of the Additional Qualification Designations (AQDs) used to identify acquisition billets, personnel, and qualifications.

- 1st character - “A” - identifies all acquisition billets and personnel.
- 2nd character - identifies the career field
- 3rd character - identifies billet criticality and personnel qualifications

AQD CHARACTER IDENTIFICATION

1 ST	2 ND CHARACTER	3 RD CHARACTER
“A”	(Codes) and PRIMARY CAREER FIELDS for Supply Corps Officers	BILLET / PERSONNEL QUALIFICATIONS
	(A) Program Management	<u>BILLET Related:</u>
	(C) Contracting	C = Critical Position
	(G) Manufacturing & Production	N = Non-Critical Position
	(H) Quality Assurance	
	(K) Business, Cost Estimating, and Financial Mgt.	<u>APC Related:</u>
	(L) Acquisition Logistics	M: Fully Qualified
	(R) Communications /Computer Systems Mgt.	
	(S) Systems Planning (RDT&E)	<u>Personnel Related:</u>
	(P) Acquisition Professional Community	1,2,3: Levels certified

Example: ACN designates a billet as acquisition contracts non-critical.

AC3 designates an individual with acquisition contracts level III qualification.

APM designates an individual as a member of the APC.

You can also check with your activities manpower / personnel shop or local training office and verify the AQD coding of your billet.

h. ACQUISITION CAREER FIELDS

Supply Corps Officers serve in eight primary Acquisition position categories. They are:

- (1) **Program Management;**
- (2) **Communications-Computer Systems;**
- (3) **Contracting, Purchasing;**
- (4) **Systems Planning, Research;**
- (5) **Development, Engineering, Test and Evaluation;**
- (6) **Manufacturing, Production and Quality Assurance;**
- (7) **Acquisition Logistics;**
- (8) **Business, Cost Estimating, and Financial Management.**

i. CERTIFICATION LEVELS

Each acquisition position falls into one of three levels for purposes of establishing certification standards. The level is determined by the grade of the position, these three levels are:

Level	Grade	Description
-------	-------	-------------

- Level I	(0-1 to 0-3)	Fundamental Knowledge
- Level II	(0-4 to 0-5)	Specialization in a career field
- Level III	(0-5 and senior)	Management of acquisition process

j. CERTIFICATION - DEFINITION

Certification is the process by which an authorized official determines that a workforce member has met the mandatory education, training and experience requirements for a certification level in any one of the primary acquisition career fields.

k. CERTIFICATION REQUIREMENTS

The certification requirements are published annually by the Department of Defense (DOD) and can be found in the latest Defense Acquisition University (DAU) catalog or via DAU web page at: <http://www.acq.osd.mil/dau>. The DAU general information number is (703) 845-6772. Your local Human Resource Office (HRO) training representative should also have a copy.

l. CERTIFICATION PROCEDURES

The complete certification procedure is contained in SECNAV instruction 5300.36 series (<http://neds.nebt.daps.mil/Directives/dirindex.html>). The following provides some basic guidelines, but put simply, you apply for certification at your current activity when you meet the certification requirements. Your supervisor reviews the application for accuracy, endorses it, and sends the application to an official authorized to approve certification. Once approved, you should ensure a copy of your certification is sent to the career counselor for inclusion in your official file.

To attain each certification level, an officer must meet specific education, experience, and training requirements:

(1) Education. In most cases, a baccalaureate degree meets this requirement.

(2) Experience. Determined by the number of years spent in acquisition-coded billets. The responsible manpower claimants identify acquisition billets by assigning an acquisition AQD to the billet.

A billet must be primarily involved in acquisition to be acquisition coded. Some examples of acquisition coded billets are contracting specialist at a hardware systems command or BFM for a program management office. Billets that would not be acquisition coded are collateral duty as ship's contracting officer or Supply Officer.

(3) Training. Acquisition training courses are required for each level of certification and are provided by the Defense Acquisition University. In DON,

funding is provided by ASN(RD&A) for required training (based on an individual's billet coding) and quotas are assigned to each major claimant through the Navy Acquisition Career Management Center (NACMC).

As of 01 Oct 1997, DAWIA training course requirements can no longer be waived. Prior to 1 Oct 1997, completion of required training courses could be waived by submission of a course fulfillment request by the individual applicant based on previous training and / or experience. This process was known as "FULLFILLMENT" **On 1 Oct 97, the fulfillment process was temporarily discontinued. It has since been reinstated.**

m. CERTIFICATION REQUIREMENTS - TIMING

The goal of the certification program is to become certified to the level of the position prior to assignment. However, you must become certified within 18 months after entering the position. If after 18 months you fail to achieve certification, management must obtain a Certification Waiver to allow you to remain in the position or be reassigned.

If you become certified to the level of the position that you currently hold, i.e., your primary career field, you may become certified for the next higher level, if there is one. The same holds true for certification in a subsidiary career field, except that in order to be certified to a level in a subsidiary career field, you must first meet the requirements of all lower levels.

n. CERTIFICATION WAIVERS

A Certification Waiver permits a person who does not meet certification standards after 18 months to remain in their current position without being certified. It does not "certify" the person and it applies only to the specific position held. It is management's responsibility to initiate a Certification Waiver.

o. CERTIFICATION IMPORTANCE

Certification will ensure that you meet the education, training and experience required for your position. It will also enhance your ability to compete for other positions and promotion.

p. CERTIFICATION – POTENTIAL CHANGES

Certification requirements are reviewed periodically and any changes will be published annually in the DAU catalog. If you are certified to a particular level when the requirements change, you retain your certification. If you are not certified when the requirements change, you will have to meet the new requirements in order to be certified.

q. POINTS OF CONTACT FOR DAWIA AND APC

The Supply Corps' and NAVSUP's point of contact for all DAWIA and APC matters is SUP-OP32D, located in Millington TN, P211S3@persnet.navy.mil or at telephone number 901-874-2914.

E. SUBSPECIALTY CODES

1. SIGNIFICANT EXPERIENCE (S) CODES

A functional subspecialty code (S code) is a five-character alpha/numeric code that identifies an officer's field of advanced education, functional training, and significant experience. The first four digits identify the field of expertise and the last digit is an alpha character that identifies an individual's level of skill or education. An example of a subspecialty code, 1306S, indicates that the individual has significant experience in the field of Acquisition and Contracting.

A "S" code may be acquired in one of two ways:

- Successful completion of an intern program (NACO, BFM, POL, ILS)
- A combination of experience and command sponsored training.

Supply Corps officers can earn significant experience subspecialty codes in the following disciplines:

0031 Financial Management
0032 Material Logistic Support Management
0089 Information Systems
1302 Systems Inventory Management
1304 Transportation Logistics Management
1305 Retailing *
1306 Acquisition and Contract Management
1307 Petroleum Management
1308 Subsistence

* The 1305 (S) code can no longer be earned but may appear in the members record based on past experience.

There has been a great deal of emphasis by various commands to select officers for assignment to their activity that have experience in key supply functions. This has led to a dramatic increase in the assignment of S codes to billets. This in turn has led to an increase in the number of officers who have sought and been awarded an S code identifying them as proven subspecialists. An officer who possesses an S code can more easily qualify for and be detailed into his subspecialty area. However, the assignment of an S code does not restrict an officer to only those types of jobs. A normal career rotation to develop a well-rounded officer is an instrumental part of the detailing process.

Letters requesting the assignment of a subspecialty code can be submitted via your Commanding Officer to Commander, to Commander Navy Personnel Command (PERS 4412Q). The letter must identify the specific assignments, duties performed and schools completed which form the basis for your request. Copies of course completion certificates along with substantiating Fitness Reports should be enclosed with all letters requesting the assignment of an S code. Questions concerning subspecialty codes should be addressed to SUP OP31 at (901) 874-4624, P4412Q@persnet.navy.mil.

The criteria found at the end of each description in the Functional Development section, section A under the Assignments Pillar below, should be utilized in your preliminary self evaluation concerning S code qualification.

2. OTHER SUBSPECIALTY CODES

Master's level of education (indicated through a "P" code) is the most prominent subspecialty besides the aforementioned S-code. P-coded subspecialties are discussed in more detail later in the "Education Pillar". Other subspecialty codes are described below:

<u>Code</u>	<u>Description</u>
G	Denotes officers with a Master's Degree obtained through non-Navy sponsored programs. Examples would be a M.B.A. achieved through the Advanced Education Program (AEP), G.I. Bill, Tuition Assistance, Veterans Education Assistance Program (VEAP) or personally funded.
H	Indicates a position for which the assignment of an officer with a Master's Level Education is desirable but not required for an afloat staff. An example of this requirement would be for a Group Command Comptroller.

T Describes officers in training for a particular subspecialty.

F. REDESIGNATION/AUGMENTATION

Although not clearly defined as a "qualification", redesignation/augmentation to the 3100 community reflects documented professionalism ... a critical milestone for a successful Supply Corps career. Each redesignation/augmentation cycle begins when the Regular Navy Transfer and Lateral Transfer / Redesignation Board reports out and the message (NAVADMIN) has been signed. This NAVADMIN not only lists the names of the officers selected but also identifies the date of the next board and the cut off date for applications. In order to be considered for redesignation/augmentation, you must apply for each board.

All applications for redesignation/augmentation are due to CNPC no later than 75 days prior to the board convening. A good gauge for this is to have your applications to CNPC no later than 1 February or 1 August. Do not wait until the last minute to fax or express mail your application. It is a firm due date because of the volume of applications, preparation time and record review. Applications are to be sent via your commanding officer to the Commander, Navy Personnel Command (PERS-811). Post cards are mailed when your application is verified and you are deemed "eligible in all respects" for the designator for which you applied.

The President of the Regular Navy Transfer and Lateral Transfer/Redesignation Board is normally a Line Officer. Two Supply Corps officers serve as members of this board. The board meets in April and October. When all officer communities have completed the selection process, the Board President reviews the results and upon his/her approval, the list of selectees is forwarded to PERS-82 (Military Performance and Security Department) for review.

After PERS-82's review, the list is forwarded to the Chief of Naval Personnel (CNP) for signature. Once CNP has approved the list, a NAVADMIN is released with the selectees names. Although CNP has released the selectees names, the list requires Senate confirmation which can take from six to twelve months. Once Senate confirmation is received, the list is sent back to BUPERS for release of a second NAVADMIN. The second NAVADMIN authorizes Commanding Officers to deliver change of designator letters or regular appointments.

Upon notification of selection for redesignation/augmentation by NAVADMIN, selectees must submit written acceptance or declination of redesignation/augmentation to PERS-811 via their Commanding Officer. At the present, an officer has 120 days from the date of the second

NAVADMIN to accept the redesignation and/or augmentation. Commands should include a self-addressed, franked address label that includes the officer's correct mailing address, residence or naval activity, to ensure delivery of the commissioning certificate.

1. REDESIGNATION

Redesignation requirements vary depending on the officer's status. For example, the requirements for Line, Restricted Line or Staff Corps officers desiring lateral transfer or change of designator can be found in the Naval Military Personnel Manual (MILPERSMAN) 1020150. Requirements for redesignation of Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs) are found in MILPERSMAN 1020165 and 1020170. (<http://www.bupers.navy.mil> ("BUPERS CD on the Homepage")). Commanding Officers receiving applications from LDOs or CWOs shall initiate a medical review of the applicant's health record by qualified medical authority and, upon clearance, forward a letter of endorsement with the application stating the physical qualification of the applicant.



If the officer is in a limited duty status or physically precluded in any other way from unrestricted duty, the application together with supporting medical information shall be submitted to PERS-811 via the Chief, Bureau of Medicine and Surgery (Code-332).

A statement of the officer's motivation and qualifications for redesignation shall be included in the Commanding Officer's forwarding endorsement.

2. AUGMENTATION

The Regular Navy Transfer and Lateral Transfer/Redesignation Board considers Reserve officers on the active duty list, TAR officers, and temporary officers for augmentation to the Regular Navy. The requirements for augmentation to the Regular Navy are found in MILPERSMAN 1020120. (<http://www.bupers.navy.mil> ("BUPERS CD on the Homepage")).

After completion of four years of commissioned service, officers may submit an augmentation request for review by the semi-annual Transfer/ Redesignation Board. This board meets in April and October each year. Officers are not restricted in the number of times they can submit applications to the board.

Officers not previously selected and offered augmentation, will be automatically screened by the Regular Navy Transfer and Lateral Transfer/Redesignation Board immediately following completion of six years of commissioned service. Officers, regardless of years of service, will be required to augment concurrent with selection for promotion to Lieutenant Commander. Individuals in this category must submit written acceptance or declination of the promotion and concurrent appointment in the Regular Navy.

The acceptance of augmentation obligates an officer for an additional two years of active duty from the date of acceptance. Resignations will not be approved during this period. Following receipt of your acceptance, commissions will be prepared for those officers being appointed to the regular Navy.

For more detailed information on redesignation/augmentation, see the following references:

- SECNAVINST 1210.5A
 - MILPERSMAN Article 1020120
 - MILPERSMAN Article 1020150
 - MILPERSMAN Article 1020165
 - MILPERSMAN Article 1020170
 - MILPERSMAN Article 1020320
 - (<http://neds.nebt.daps.mil/Directives/dirindex.html>) (<http://www.bupers.navy.mil> (BUPERS CD))
-

II. THE SECOND PILLAR - ASSIGNMENTS

A. FUNCTIONAL DEVELOPMENT

Professional development in functional areas is achieved through duty assignments, job rotation and formal training. The importance of developing functional expertise is manifested in the billet structure of the Supply Corps. There are currently over 1000 billets designated for Supply Corps officers, which require some form of functional expertise gained through experience or formal education. By combining various types of duties and skills, officers are prepared for assignments of greater responsibility. Diversity in geographic location, warfare and functional expertise provides officers with the skills to fulfill roles that benefit the Navy and their careers.

Supply Corps officers should plan career paths that build professional skills and functional expertise to develop them for senior logistics management responsibility. Shore duty assignments should be carefully chosen to develop functional experience in one or more of the following areas:

1. FINANCIAL MANAGEMENT (0031)



The Financial Management (FM) functional area involves the effective management and efficient expenditure of public funds administered by the Navy. Financial Management is a discipline that continually changes to meet the complexities of the Navy's financial systems. These systems range from unique Navy applications to general-purpose public and private sector applications. Specific sub-functional areas of Financial Management include:

- Budgeting - determination, justification and submission of financial resource requirements; allocation and execution of resource authorizations.
- Accounting – design, implementation and operation of Navy accounting principles, methods, and systems; recording, reporting and analysis of the financial conditions and results of operations.
- Auditing - independent review and appraisal of accounting, financial and related operations; measurement and evaluation of the effectiveness of management controls.
- Disbursing - expenditure of funds in exchange for good and services.

In a financial management career, an officer rotates through billets covering a full range of financial management experience such as resource management, cost accounting, Navy Industrial Fund management, and Navy Working Capital fund management. Development typically begins with a working level billet assignment in which an officer is exposed to and acquires hands-on experience in a wide range of functions. Commanding Officers of field activities look to their Fiscal, Budget and Accounting Officers to provide accurate financial information coupled with recommendations stemming from sound financial management judgment. Financial management billets afford Supply Corps Officers opportunities to make meaningful contributions to the decision-making process through the proper control and utilization of critical resources. These officers are given an early opportunity to develop professional management skills and, at the same time, earn the confidence and respect of senior financial managers, both military and civilian. As officers acquire in-depth financial

management experience, they fill positions of greater responsibility at claimancy headquarters and major field commands. Senior officer financial management billets afford incumbents the opportunity to work in financial management planning and policy areas having Navy-wide impact.

Apply the following information as criteria to determine the qualifications to earn a significant experience “S” code in **FINANCIAL MANAGEMENT (0031S)**:

Duties: / Criteria:

Performed a minimum of 18 months in a validated XX31 billet requiring independent performance in matters pertaining to the budget cycle or a significant phase thereof to include:

- the proper controls and systems which ensure optimum utilization of resources
- budget request justification and review of process
- the allocation/execution phase of the budget
- financial reports and the ability to perform analyses of budget execution versus operating and financial plans
- audit and internal review of financial management systems

2. MATERIAL LOGISTICS SUPPORT MANAGEMENT (0032)

Material Logistics Support Management involves the support of equipment and weapons systems, an area that has become more complex and costly. Logistic considerations (supply support; maintenance planning; support and test equipment, Packaging, Handling, Storage and Transportation (PHS&T); technical data; facilities, personnel, training and budgeting) must be developed early in the acquisition process. Timely Integrated Logistic Support (ILS) planning is critical to properly establishing supply support. In addition to requirements determination, equipment provisioning, and cataloging and allowance list preparations, ILS management involves outfitting (processing of COSAL and AVCAL requirements) and fitting out (assembling and placing of allowance material aboard new construction ships). An ILS management specialist must be able to integrate the needs of the Project Manager with the existing Navy supply systems. The expertise required to bring about this successful integration requires experience in dealing with Project Managers and Maintenance Specialists beyond the experience gained in a typical inventory management career path.

Tours in ILS management include assignment as Supply Officer on a new construction ship, supporting the introduction of a new aircraft to the fleet and at the Fitting Out and Supply Support Assistance Center (FOSSAC), Fleet Introduction teams, SUPSHIPs, NASs or NSYs. Follow on tours include Integrated Logistics Support (ILS), Systems Inventory Management, and Weapons Systems Acquisition Management billets at systems commands.

Apply the following information as criteria to determine the qualifications to earn a significant experience “S” code in **MATERIAL LOGISTICS SUPPORT MANAGEMENT (0032S)**:

Duties: / Criteria:

Performed a minimum of 18 months in a validated XX32 coded billet.

An assignment of an S-code is justified when, in addition to the general criteria, the billet requires a Naval officer who possesses the combination of professional experience and knowledge obtained through training, education, or prior successful service in any of the following areas:

- Integrated logistics support management, materials logistics support, logistics engineering or production management.
- Supervision of personnel in the execution of logistics support of weapons systems, equipment or facilities.
- Planning, new system provisioning, allowance list preparation, systems maintenance, level of maintenance, test and support equipment requirements, technical publications, technical support, inventory management, logistic acquisition practices and supply maintenance interface.
- Knowledge of logistics models and quantitative analytical techniques to define and analyze trends to ensure fleet readiness.

3. OPERATIONS ANALYSIS (0042)

The role of the Supply Corps officer in Operations Analysis has long been recognized. The predominant number of Supply Corps Officers in operations research-type functions are found at large Navy activities such as Defense Supply Centers or Depots, Inventory Control Points, and the Naval Supply Systems Command Headquarters. The main objective of this discipline is normally forecasting, planning and analysis of systems inventory, procurement, transportation

and financial systems. Junior officers in this field develop skills in identifying relevant information, generating decision criteria and selecting decision alternatives for presentation to higher management. As a senior officer, experience with operations analysis techniques is in great demand to satisfy the requirements of policy-making positions.

Apply the following information as criteria to determine the qualifications to earn a significant experience “S” code in **OPERATIONAL ANALYSIS (0042S)**:

Duties: / Criteria:

Successful completion of a tour in any validated XX42 billet.

An assignment of an S-code is justified when, in addition to the general criteria, the billet requires a Naval officer who possesses the combination of professional experience and knowledge obtained through training, education, or prior service in the following areas:

- Participation in quantitative analysis dealing with alternative choices in tactical and strategic warfare, or in planning, budgeting and procurement of systems and forces.
- Experience with mathematical modeling, quantification of uncertainty and random variables
- Any one of the following:
 - Participation in cost-effectiveness studies, economic analyses, cost-benefit studies, parametric cost estimation or programming and budget processes.
 - Participation in computer simulation studies, campaign analyses, requirement studies or war gaming exercises.
 - Participation in statistical analyses, data analyses, the statistical design of fleet tactical exercises, or test evaluation experiments.



4. OPERATIONAL LOGISTICS (0043):

The Navy has fully recognized the need for Operational Logisticians. Officers in this subspecialty provide logistical expertise and analyze logistics alternatives to support Naval / Joint transportation, sustainment planning for peacetime, contingency, and wartime operations. They also conduct studies and

analyses using mathematical modeling, optimization, game theory, and wargaming to facilitate timely, cost effective delivery and sustainment of operational forces.

Apply the following information as criteria to determine the qualifications to earn a significant experience “S” code in **OPERATIONAL LOGISTICS (0043S)**:

Duties: / Criteria:

Performed a minimum of at least 18 months in an XX43 coded billet.

Participation in three of the following:

- Analyses dealing with alternative choices in logistic support of tactical and strategic warfare
- Deliberate planning
- Planning and programming
- Sustainment of forces
- Logistics studies
- Modeling and simulation or wargaming

Knowledge of one of the following:

- Shipping and port operations, Military Sealift Command-controlled shipping and harbor activities, strategic sealift, Joint Logistics Over-the-Shore (JLOTS), and air, rail, and other transportation modes.
- Liaison between U.S. and foreign military commands, government organizations concerned with host nation support, and transportation – both civilian and military.
- Combat Logistics Force operations and necessity for sustainment of the Battle Group or Battle Force in peacetime, contingency operations, and wartime.

5. INFORMATION SYSTEMS MANAGEMENT (0089):

Beginning with the computer training received at the Navy Supply Corps School, an officer might progress from an initial assignment as the Data Processing Officer on a large ship through middle management positions, such as systems development at an Inventory Control Point or project management at FMSO, leading to a senior management job at a major staff.

Officers entering this discipline will be expected to merge the technical aspects of computers with general management practices and functional expertise in the fulfillment of their job responsibilities. Running a complex military information system today is dependent upon basic scientific knowledge and the interrelationship of the computer managers with their personnel and customers.

Apply the following information as criteria to determine the qualifications to earn a significant experience “S” code in **INFORMATION TECHNOLOGY MANAGEMENT (XX89S)**:

Duties: / Criteria:

Option I: Performed at least 12 months in a shipboard/squadron S-coded billet.

Option II: Served at least 18 months in a designated S-coded billet.

Duties involved include computer and telecommunications management and satisfy at least four of the following criteria:

- Perform and/or oversee shore or shipboard computer telecommunications operations.
- Assist XX89/ XX81/XX91 subspecialists and interface with representatives of other military departments, joint staffs, and industrial activities concerning the operational, technical, or managerial aspects of computers or telecommunications.
- Plan, organize, and supervise computer or telecommunications projects.
- Interface with representatives of other military departments, joint staffs, and industrial activities concerning the operational, technical, or managerial aspects of computers or telecommunications.
- Assist major afloat or ashore computer or telecommunications installation.

If a billet is not designated XX89, the officer's FITREP must clearly state the performance meets the XX89 criteria.

6. SYSTEMS INVENTORY MANAGEMENT (1302)

The Systems Inventory Management (SIM) function involves identification of material requirements, actions taken to satisfy these requirements and management of resulting inventories necessary to support known and anticipated requirements. Management controls and accounting range from requirements determination to ultimate transfer to an end-user or disposal as appropriate.

Financial constraints forbid the accumulation of large pre-positioned on-the-shelf inventories to cover all eventualities. In this environment, flexibility decreases and risk grows. The fleets, and its necessity to employ the full capacity of its systems, as never before, are dependent on the Navy's material support systems and on SIM expertise.

The type of expertise involved in Systems Inventory Management includes: inventory requirements determination; equipment provisioning; cataloging; allowance list preparation and tailoring; rationing; system/area/activity stock level determination; inventory positioning; inventory levels stratification and budgeting; stock record keeping; storage, issue, and receipt control; physical inventory procedures and scheduling; repair, retrograde and disposal control; supply system design, operation and interface procedures; supply element structuring of Integrated Logistical Support (ILS) planning; supply system discipline and performance monitoring; supply contingency planning; and fleet supply support liaison service.

Apply the following information as criteria to determine the qualifications to earn a significant experience "S" code in **SYSTEMS INVENTORY MANAGEMENT (1302S)**:

Duties: / Criteria:

Option I: Serve at least two 2-year tours in inventory management billets.

Option II: Serve at least 12 months in an inventory management billet and successfully complete the following courses.

- ICP Academy at ASO or SPCC; or Defense Inventory Management (8B-F11) at Fort Lee (5 weeks)
- Supply Support-Integrated Logistics Support (1 week) at NAVSTA, Anacostia, Washington, DC
- Uniform Automated Data Processing System for Stock Points (UADPS-SP) (3 weeks) at Navy Supply Corps School, Athens Georgia.

The S-code is justified when managing customer service, supervising repairable management, conducting inventory management training, analyzing stock levels afloat, or controlling ICP or stock point inventory.

7. TRANSPORTATION LOGISTICS MANAGEMENT (1304)

The Transportation Logistics area consists of two interrelated systems-- material and transportation management. Material Management provides the expertise necessary to plan for and manage the complex of facilities, installations, methods and procedures designed to receive, store, maintain, issue and physically ensure the availability and safekeeping of military material.



Transportation Management provides the expertise necessary to plan, monitor, and effect the physical shipment of material including complete units, spare parts, and consumable and household goods. It is virtually interrelated with Systems Inventory Management, Material Management and an effective distribution communications system to allow trade-off decisions to be made which include areas such as: levels of customer service, inventory holding costs, levels of packaging/packing, and modes of transportation. All these functions must interrelate to provide material to the user when and where needed. Transportation management billets will occasionally include functions, such as passenger transportation, which are not directly related to material support.

Material management and Transportation management expertise have been considered synonymous. These two areas however, involve considerable knowledge that may not be interrelated or required in a single officer or billet. Material management denotes the physical handling of material to include: receipt, storage and issue, including packaging/packing, and the local movement of material within the storage activity. Transportation management denotes the physical movement of material (inbound, outbound, internal, and external) to a user in a timely and cost-effective manner.

Apply the following information as criteria to determine the qualifications to earn a significant experience “S” code in **TRANSPORTATION LOGISTICS (1304S)**:

Duties: / Criteria:

Option I: Serve at least two 2-year tours in transportation/physical distribution billets.

Option II: Serve one tour in transportation/physical distribution management billet and take the courses described below:

- Civilian Supervision (3-day course from local CCPO)
- Transportation and Storage of Hazardous Materials (A-822-0012)
- Complete one of the two tracks below:
 - a. Physical Distribution
 - Warehouse Operations Management (A-8C-0015)
 - UADPS-SP (A-8B0027)
 - b. Transportation
 - Transportation Management-Introduction (A-8C-0010)
 - MILSTAMP and Over, Short and Damage Procedures (A-8C-0028)
 - Personal Property Management (A-553-0010)

Option III: Successful completion of the Physical Distribution Management Course (A-8C-0017) at Naval Transportation Management School.

This code is justified for officers performing one of the following duties:

- Supervises the performance of transportation, warehousing, and related functions at a major shore/field command;
- Performs intermediate level staff work in the field of transportation, warehousing, materials handling or distribution management both ashore and afloat;
- Instructs at a service school for transportation, warehousing, materials handling or distribution management both ashore and afloat;
- Performs intermediate level staff officer duties at USTRANSCOM, MTMC, NAVMTO, or NAVSUP (Code 44, Transportation Division);
- Serves in an advisory capacity to foreign navies in the fields of transportation, warehousing, materials handling, or distribution management.

8. RETAILING (1305)

Please note: this functional area is no longer fulfilled by naval officers due to the privatization of NEXCOM billets. The following information is provided for reference only.

Apply the following information as criteria to determine the qualifications to earn a significant experience “S” code in **RETAILING (1305S)**:

Duties: / Criteria:

Option I: Serve at least one two-year tour in a Navy Exchange operations billet.

Option II: Serve one tour in Navy Exchange operations and attend the seven week Resale Management Course (A-8B-0049).

This code is justified for officers performing one of the following duties:

- Assistant Director/Director of a division at the Navy Exchange Service Command providing technical guidance to field activities in services and retail merchandising;
- Commanding Officer or Executive Officer of a Navy Exchange Services Center;
- Officer in Charge/Navy Exchange Officer at a Navy Exchange operation; or
- Officer in Charge of any Navy Exchange in the continental United States with an annual sales volume of less than \$12 million

9. ACQUISITION/CONTRACT MANAGEMENT (1306)

The Navy is dependent on commercial industry to supply the weapons systems, material and services needed to support its basic mission. The acquisition of these systems, material, and services affects a significant part of the nation's industry. Awarding and administering the vast majority of these acquisition contracts is a Supply Corps responsibility. The Navy awards contracts for billions of dollars each year. The professional opportunities to participate in management of the contracting process require extensive specialized knowledge that can be utilized in a vast array of challenging billets.

Acquisition/Contract Managers interact with all the functional disciplines within the Supply Corps as well as with lawyers, accountants, engineers, scientists, and major weapons systems project managers to perform the following:

- Determine the equipment and services needed and ensure they are accurately described to promote maximum competition.
- Solicit and obtain industry proposals for contracts with the Navy.
- Analyze contractors' proposals to identify responsible suppliers.
- Negotiate cost, prices and other contract terms with industry.
- Award and administer contracts to ensure that contractor and Navy business relationships remain just and sound.

Within the broad spectrum of Acquisition Contract Management, there are four interrelated disciplines or subfunctional areas: Acquisition Contracting, Contract Administration, Acquisition Contract Staff, and Business Management.

Acquisition Contracting encompasses a network of independent purchase actions by numerous activities involved in the acquisition of material and services. Contract Administration includes monitoring contractor performance, reporting to higher authority on their performance, and managing the contractual actions required subsequent to awarding a major contract. Acquisition Contract Staff comprises those activities which support procurement operations including the primary mission of interpreting, establishing and implementing law, policies and regulation governing operation of the Acquisition Contracting system throughout the Department of Defense. Business Management is an assignment as the key business advisor to a Navy Project Manager with responsibilities for acquisition strategy, contract planning, cost analyses and financial management.

Apply the following information as criteria to determine the qualifications to earn a significant experience “S” code in **PROCUREMENT (1306S)**:

Duties: / Criteria:

Option I: Successfully complete the Navy Acquisition and Contracting (NACO) Intern Program.

Option II: Serve at least two 2-year tours in acquisition/contracting billets.

Option III: Serve one tour in acquisition/contracting and complete the courses listed below:

- Basics of Contracting (CON 101), 4 weeks.
- Principles of Contract Pricing (CON 104), 3 weeks.

- Intermediate Contracting (CON 202), 3 weeks.
- Intermediate Contract Pricing (CON 204), 2 weeks.
- Government Contract Law (CON 210), 2 weeks.

This code is justified for officers performing one of the following duties:

- Manages contracts at an activity where a wide range of contracts are let; or
- Performs routine reviews, serves on various committees, coordinates efforts to implement contracting policy and performs special projects.

10. PETROLEUM MANAGEMENT (1307)



The Petroleum Management functional area provides sophisticated and specialized expertise to meet the requirements of the operating forces for petroleum products. Supply Corps Petroleum Management specialists provide bulk and packaged petroleum used in direct support of combat, contingency and peacetime operations through two management systems: the Navy Fuel management System and the

DLA Integrated Management (IMM) Fuel System.

The Navy Fuel System is managed principally through the Navy Petroleum Office. The Navy Petroleum Office works under the command control of the Commander, Naval Supply Systems Command, as the Deputy Commander for Fuel Systems Management. They perform determination and analysis of Navy consumption requirements, act as service control point for all Navy fuel-related military construction, maintenance and repair projects, manage the commercial alongside refueling program, provide technical guidance for all Navy petroleum programs, and act as functional manager for the petroleum reserve manpower and equipment programs. Specific Navy petroleum programs include reclamation and wastewater treatment, pollution control equipment, barges, planned maintenance systems, and environmental compliance. This office is commanded by a Supply Corps Petroleum Management specialist and assisted by Supply Corps officers and civilian staff.

The Commanding Officer of the Navy Petroleum Office issues operational and technical guidance to the Navy Fuel Management System consisting of POL terminals and facilities. Many of these activities are under the command and control of NAVSUP Headquarters. Fleet Commanders, in conjunction with Unified Commanders, exert significant influence in field operations making distribution and positioning decisions.

DLA IMM Fuel System is primarily responsible for the management of the bulk petroleum products mission that includes procurement, ownership, quality surveillance, accountability, budgeting, and distribution of stocks to the point-of-sale at military bases and Federal facilities worldwide. The Defense Energy Supply Center (DESC) is the integrated manager for bulk petroleum products and associated storage facilities. Defense Fuel Regions (DFRs) and Defense Fuel Offices (DFOs) are management components of DESC with geographic responsibilities to monitor DESC contracts, control fuel deliveries, perform other contract administrative functions, and report inventory/supply transactions to DESC.

Apply the following information as criteria to determine the qualifications to earn a significant experience “S” code in **PETROLEUM MANAGEMENT (1307S)**:

Duties: / Criteria:

Option I: Successfully complete the 24-month Navy Petroleum Officer Career Development Program. Graduates of this intern program incur an obligated service of 24 months that may be serve concurrently with any other service obligation.

Option II: Minimum of one 24-month tour in any fuel designated billet.

An assignment of an S-code is justified for officers who perform the types of activities listed below in a fuel designated billet:

- Determine bulk fuel requirements;
- Initiate action for procurement, distribution, and disposition of bulk POL;
- Analyze requirements for bulk POL in light of usage and recommend modifications in stock levels;
- Develop, evaluate, and implement automated fuel handling systems and projects for construction or

- modification of fuel facilities;
- Participate in the development of security and safety requirements for fuel facilities;
- Identify, catalogue, recommend substitutions, etc. for petroleum items of Navy regardless of cognizance;
- Administer NATO Infrastructure Program and operations at Fuel Depots and Fuel Departments;
- Determine world-wide POL facility and storage requirements;
- Administer non-U. S. owned POL facilities;
- Develop disaster control procedures and continuity of operations plans;
- Function as command element responsible for pollution control;
- Render technical advice to field activities and performs field service assistance as required;
- Direct quality surveillance program over Navy owned POL items;
- Exercise quality control over fuel operations and fuel activities.

11. SUBSISTENCE (1308)

Responsibility for management of the Navy's food service program is delegated to the Commander, Naval Supply Systems Command--NAVSUP 05. A goal of NAVSUP 05 is to manage the programs that support producing the finest meals possible -- high in quality and nutrition, adequate in quantity, prepared in a sanitary manner and served in an appropriate environment. Central to NAVSUP 05's mission is the exercise of technical direction and financial control over all enlisted general mess operations, afloat and ashore (worldwide), and to provide technical direction to officer and CPO messes afloat. NAVSUP 05 serves as the Navy's primary point of contact with offices, commands, and agencies of the Department of Defense, other Government departments and representatives of industry on matters relating to food service.

As the administrative office for the Navy's subsistence-in-kind (SIK) appropriation, NAVSUP 05 is responsible for the development and justification of budget requirements to Congress. Monetary allowances are established and disseminated by NAVSUP 05 to all Navy general messes, with control and administration of actual expenditures through audits of monthly and quarterly reports submitted by each facility. NAVSUP 05 also plans, develops, coordinates and evaluates the design, layout and equipment requirements for ashore and afloat enlisted dining facilities and afloat officer and CPO messes.

Although food service policies and procedures are developed by NAVSUP 05, the actual operation of enlisted dining facilities is conducted locally by Food Service Officers. Supply Corps officers with specialized food service training manage the majority of all large food service facilities.

The greatest challenge of this program is to maintain a high quality ration. In this regard, one of the most effective tools for providing technical assistance and training is the Navy Food Management Team, whose mission is to provide on-the-job training in all areas of food service to commands requesting assistance. The success of these teams is perhaps best exemplified by the competition for the annual Captain Edward F. Ney Memorial awards for excellence in food service operations.

Apply the following information as criteria to determine the qualifications to earn a significant experience “S” code in **SUBSISTENCE MANAGEMENT (1308S)**:

Duties: / Criteria:

Option I: Successful completion of a tour(s) as Food Service Officer (FSO) in one of the following:

- minimum of one year as FSO of a large general mess afloat (stores consumed in excess of \$100M per quarter), and one 2-year tour in a food service billet ashore
- minimum of two 2-year tours ashore at FSO

Option II: Serve one 2-year tour as FSO (afloat or ashore) and take the following courses:

- Civilian supervision (3 days, offered at local Civilian Personnel Office)
- Contracting Officer's Technical Representative Course (ALMC-CL), Fort Lee (2 weeks), or Contracting Officer's Technical Representative (COTR) Course (2 weeks), provided by various Navy Contracting Centers
- General Mess Management Workshop Ashore, Command Food Management Team (2 days)

An S-code is justified when any one of the criteria listed below are satisfied:

- Food Service Officer of a large general mess (more than 400 rations fed per day).

- Provide technical and management assistance and training to individual general messes afloat and ashore.
- Develop training materials, production techniques, and/or authorized commodity lists for Navy-wide use in teaching mess management specialists and/or in operating general messes.
- Evaluate and make recommendations of food service policies and/or procedures that are applicable Navy-wide.
- Coordinate one or more specific and continuing Navy-wide food service programs.
- Display an ability to comprehend theories, terminology, processes and techniques necessary for evaluation of food commodities and operational food service programs.
- Responsible for management of more than one general mess.
- Conduct studies of specific functions within Navy Food Service Program.
- Present formal food service training.
- Responsible for developing Navy-wide procedures for reporting and taking action in response to Unsatisfactory Material Reports (Subsistence) and other quality assurance programs.

12. SECURITY ASSISTANCE PROGRAM

Security Assistance is the program under which the U.S. Government provides material, services and training support to friendly foreign Allied countries in order to enhance military force structures and capabilities. Overall U.S. Government organizational responsibilities begin at the State Department and Department of Defense levels, through the Joints Chiefs of Staff and Unified Commanders, to in-country Security Assistance Organizations (SAO's).

The Chief of Naval Operations (N3/5) promulgates Security Assistance policy for the Navy and is responsible for negotiating and approving U.S. sales to foreign countries. The Naval Supply Systems Command (NAVSUP) implements CNO approved policies and programs, and also coordinates, monitors and appraises performance within the other SYSCOMS. Each SYSCOM has a contact point established to coordinate efforts at both their respective field activities and Headquarters. NAVSUP's contact point is the Deputy Commander for Security Assistance (SUP 07). As the NAVSUP program manager for Security Assistance, SUP 07's responsibilities include authorizing and managing NAVSUP components and field activities to complete Security Assistance matters as assigned to NAVSUP.

SUP 07 develops system policies and procedures related to the Security Assistance Program and is responsible for supply, accounting and budgetary matters. Foreign Military Sales (FMS)

administrative budget requests are identified and are reimbursable funded programs under Operation and Maintenance Navy (O&MN) Appropriations.

There are several NAVSUP field activities where significant numbers of personnel are dedicated to Security Assistance. These activities include the Navy Inventory Control Point – Philadelphia and Mechanicsburg, and the Navy Fleet Material Support Office (FMSO).

13. NAVAL NUCLEAR PROPULSION FISCAL AND LOGISTICS MANAGEMENT



The Naval Nuclear Propulsion Fiscal and Logistics Management functional area consists of financial management, acquisition contract management, inventory management and physical distribution management supporting the design, development, construction, maintenance and support of naval reactor plants.

The small number of select Supply Corps officers chosen for Naval Nuclear Propulsion Program duty are assigned to demanding billets at either Naval Reactor headquarters or to one of five naval Reactors field activities. Officers assigned to these billets perform duties in one of five Naval Reactors field activities. Often officers assigned to these billets perform duties in one or more of the following areas:

- Financial Management - Supply Corps officers assist in the long range planning and preparation of budgets for reactor plant research and development, ship construction, spare components, refueling cores, ship alterations, component refurbishment, engineering support and training. They also assist in preparing justification for budgets during review by the Navy, Office of the Secretary of Defense, the Office of Management and Budget, and Congress, and are responsible for the obligation and expenditures of these funds.
- Acquisition Contract Management - Supply Corps officers are involved in the preparation, negotiation and administration of contracts with private and naval shipyards for new construction, overhaul and engineering support of nuclear powered ships. Additionally, they are tasked with the administration of contracts for cores, components and equipment installed in and used to support nuclear reactor plants.

- Systems Inventory Management - Supply Corps officers are involved in all facets of providing logistics support of naval reactor plants including requirements determination, equipment provisioning, cataloging, COSAL preparation and maintenance, stock level determination, acquisition and quality control, stock control, repairable management, and direct fleet assistance.
- Physical Distribution Management - Supply Corps officers coordinate the warehousing, storage and transportation of reactor plant cores, components, equipment, repair parts and technical publications.

14. DEFENSE LOGISTICS AGENCY

Another comprehensive subset of billets within the Supply Corps is that involving duty at Defense Logistic Agency (DLA) activities. These assignments utilize all the functional specialties that comprise the professional expertise of a Supply Corps officer. Some DLA assignments are joint related tours in which Supply Corps officers work closely with members of other military services.

DLA provides contracting and logistics support to DoD activities worldwide involving the acquisition, storage, and distribution of over two million common items used by all military services. Items include food, clothing, fuel, spare parts, and general supplies. These functions are performed by DLA's inventory control points and supply depots, and by the Defense Contract Management Commands (DCMC) through a nationwide network of regional, management area and plant representative offices. The petroleum management function of DLA is performed by the Defense Energy Supply Center (DESC was discussed in the section "Petroleum Management" earlier in this chapter).

15. JOINT SERVICE OFFICER

The DoD reorganization Act of 1986 directed the establishment of a DoD Joint Service Officer's career path. The requirements to be designated a joint specialist are very specific. A Joint Service Officer must be a graduate of one of the joint service schools (ICAF, AFSC, or NWC). In addition to schooling, Joint Service Officers must complete a joint tour, be nominated by SECNAV, and finally approved by SECDEF.

Several stipulations have been established regarding Joint Service Officers' and their promotion opportunities. The Chairman of the Joint Chiefs of Staff will assign a Joint Service Officer to serve on every promotion board. It is desired that officers designated as Joint Service Officers achieve promotion parity with officers in other specialties and have the same promotion opportunity as the overall board average. This means that if the promotion opportunity for commander is 75% and there are 12 Joint Service Officers being considered, at least 9 of the Joint Service Officers should be promoted. For further information on joint duty refer to section B-6 under "The Third Pillar" regarding Junior / Senior Service Colleges.

III. THE THIRD PILLAR - EDUCATION

A. SUPPLY CORPS INTERNSHIPS

The Supply Corps has four intern programs available to junior officers : the Navy Acquisition and Contracting Officer Career Development Program (NACO), Navy Petroleum Officer Trainee Career Development Program (POL), Business/Financial Manager Career Development Program (BFM), and the Integrated Logistics Support Trainee Program (ILS). Each program consists of an initial two-year training tour where a junior officer develops expertise in a particular subspecialty and acquisition career field.



Officers are selected via an administrative screening board that is convened by NAVSUP OP in April and October of each year. Interested officers must submit a written request endorsed by their commanding officer by the end of the previous month. Primary selection criteria are superior performance and initial warfare qualification. **Officers accepting assignment to an intern program (NACO, DNACO, ILS, BFM, POL) are obligated to serve a two year payback tour for the training received through the internship.**

All Internship billets are considered acquisition positions and fall under the requirements of the Defense Acquisition Workforce Improvement Act or (DAWIA). DAWIA was implemented in 1990 and established specific requirements and certifications for all acquisition workforce members.

Acquisition positions are designated military billets that have acquisition duties and fall into one of eleven acquisition position categories. The eleven categories include Program Management, Communications-Computer Systems, Contracting (correlates to the NACO program), Purchasing, Industrial Property Management, Systems planning, Research, Development and Engineering, Test and Evaluation, Manufacturing and Production, Quality Assurance, Acquisition Logistics (correlates to the ILS and POL programs), and Business, Cost Estimating, and Financial Management (correlates to the BFM program).

There are two types of acquisition positions: Critical Acquisition Positions (CAPs) and Non-Critical Acquisition Positions (Non-CAPs). CAPs are filled by members of the Acquisition Professional Community (APC) at the grade of O-5 or above. Non-CAPs do not require an APC member or an O-5 or above. All NACO, BFM, and ILS intern billets are Non-CAP billets and are considered entry level positions where junior officers gain acquisition experience, education, and training. Upon completion of the NACO, BFM, POL and ILS program requirements, junior officers receive a Level II career field certification in their respective field and an additional qualification designation (AQD). NACOs and DNACOs earn an AQD of AC2, BFM interns earn an AQD of AK2, and POL & ILS interns earn an AQD of AL2 in their personnel records.

Information about the training and certification requirements for the NACO, BFM, and ILS programs can be found in the latest Defense Acquisition University (DAU) catalog which can be accessed via the internet at <http://www.acq.osd.mil/dau> or by calling DAU at (703) 845-6772 DSN 761-6829x6772. Current class schedules can also be accessed via the World Wide Web address <http://dacm.secnave.navy.mil>.

For more information about any of the Intern programs or the screening process contact SUPOP32D, at DSN 224-3471 or (703) 614-3471 or via email at: P211S3@persnet.navy.mil.

1. NAVY ACQUISITION CONTRACTING OFFICER (NACO) OR (DNACO)

In 1965, the Secretary of Defense established a joint military study group to make recommendations to fill DoD's key military procurement positions. One of the primary recommendations of the study group was that each military department should ensure that its career development programs provide for the establishment of a broader base of Lieutenant and Lieutenant (junior grade) procurement billets to assure an adequate flow of junior officers into the field at an early date. Based on this recommendation DoD authorized the Navy to increase its Supply Corps officer end strength to accommodate a "Contracting Trainee" program.

The NACO program assigns high quality junior officers to a two-year tour at a major Navy or DLA contracting activity. Some examples include NAVSEA, NAVAIR, SPAWAR, FISC Norfolk, FISC Puget, DSC Richmond, DSC Columbus, DCMC Orlando, DCMC Atlanta, NAVICP Philadelphia and Mechanicsburg, FISC San Diego, and FISC Pearl. During the two-year training period, the officer obtains experience in a wide variety of contracting functions. These developmental assignments provide a diversity of experience in areas such as contract planning, contractor cost analysis, contract negotiation, contract award, and contract administration. At the end of two years, the officers are expected to have gained a significant level of expertise in the procurement field. Officers completing the NACO program are assigned a 1306S subspecialty code and an AQD of AC2 signifying Level II certification in the Contracting career field.

NACOs and DNACOs are required to complete the following five contracting classes: Contracting Fundamentals, Contract Pricing, Government Contract law, Intermediate Contracting, and Intermediate Contract Pricing. Check the latest DAU catalog for the classes required to obtain Level II certification in Contracting.

More detailed information about the NACO program is contained in the NAVSUPINST 1541.1 series.

2. NAVY PETROLEUM OFFICER TRAINEE (POL)

The POL trainee program assigns high quality junior officers to a two-year tour at an installation that has major petroleum responsibilities (FISCs). During the two-year training period, the officer will obtain experience in a wide variety of petroleum management functions such as quality assurance, maintenance management, fuel automation systems, and dispatching and scheduling. On-the-job development is supplemented by numerous training courses. At the end of two years, the POL officers will have gained a significant level of experience in petroleum management. Officers completing this program are assigned a 1307S subspecialty code.

During the training period, the officer will also obtain experience in some logistics functions. On-the job development is supplemented by numerous training courses like Fundamentals of Systems Acquisition, Acquisition Logistics Fundamentals, Intermediate Systems Acquisition, Intermediate Acquisition Logistics, Reliability and Maintainability, and Provisioning. At the end of two years, officers will have a significant level of expertise in Integrated Logistics

Support. Officers completing the POL program will also be assigned a 0032S subspecialty code and an AQD of AL2 signifying Level II certification in the Acquisition Logistics career field.

The specifics of the program are contained in the NAVSUPINST 1540.1 series.

3. BUSINESS / FINANCIAL MANAGER (BFM)

The increasing importance assigned to weapons system acquisition led to the establishment of the Business/Financial Manager career development program. It was established to provide an expanded population of Supply Corps Lieutenant Commanders and Commanders for future project management assignments. In 1983, the Assistant Secretary of the Navy for Installations and Logistics and the Commander, Naval Supply Systems Command agreed on the desirability of placing Supply Corps officers into certain major projects in a Business/Financial Management trainee status.

The BFM program assigns high quality junior officers to a two-year tour at either NAVAIR or NAVSEA in various program offices like PEO Undersea Warfare, PEO TACAIR or the Seawolf program. During the training tour, the officers obtain experience in financial planning, budget formulation and execution, contract management, contractor financial analysis, and cost analysis. On-the-job development is supplemented by numerous training courses like Fundamentals of System Acquisition, Fundamentals of Cost Analysis, Fundamentals of Business Financial Management, Intermediate Systems Acquisition, Contractor Finance for Acquisition Managers, and Intermediate Cost Analysis. At the end of two years, the officers will have gained a significant level of expertise in business and financial management. Officers completing the BFM program are assigned a 0031S subspecialty code and an AQD of AK2 signifying Level II certification in the BFM career field.

Detailed information about this program is contained in the SECNAVINST 1543.1 series. (<http://neds.nebt.daps.mil/Directives/dirindex.html>).

4. INTEGRATED LOGISTICS SUPPORT MANAGER TRAINEE (ILS)

The Commander, Naval Supply Systems Command established the ILS program in December 1985. This action was initiated to develop a cadre of Supply Corps officers with the requisite experience and expertise in Integrated Logistics Support management. Due to the increasing complexity of integrated weapons systems, and the evolution of shorter, more concentrated ship

maintenance availabilities, effective logistics expertise in program offices, headquarters staffs, and Inventory Control Points has become essential in ensuring reliable weapons systems management and adequate fleet support.

The ILS program assigns high quality junior officers to a two-year tour at a major Navy logistics center like NAVSEA, NAVAIR, SPAWAR, NAVICP Philadelphia and Mechanicsburg, FOSSAC, and numerous shipyards. During the training period, the officer obtains experience in a wide variety of logistics functions. These developmental assignments provide a diversity of experience in areas such as training support, testing and evaluation, provisioning and maintenance. On-the job development is supplemented by numerous training courses like Fundamentals of Systems Acquisition, Acquisition Logistics Fundamentals, Intermediate Systems Acquisition, Intermediate Acquisition Logistics, Reliability and Maintainability, and Provisioning. At the end of two years, officers will have a significant level of expertise in Integrated Logistics Support. Officers completing the ILS program are assigned a 0032S subspecialty code and an AQD of AL2 signifying Level II certification in the Acquisition Logistics career field.

Detailed information about the program is contained in the NAVSUPINST 1543.1 series.

B. POSTGRADUATE EDUCATION

The primary reason for Navy sponsored PG education is to better qualify officers for billet requirements of the jobs to which they will be assigned. Due to the attractiveness of this opportunity, competition is very keen. Navy sponsored graduate education is usually completed in a one to two year time frame. Officers complete masters degree programs at the Naval Postgraduate School, Monterey, CA, the Naval War College, Newport, RI (and other service colleges), and at civilian universities.



The specific objective of Navy postgraduate education is to educate officers to fill billets that have been classified as requiring an incumbent with a degree at the master's level. Billets thus identified are those in which graduate level education is essential for the satisfactory performance of duty, and it is this P-coded billet base that justifies and controls the postgraduate education program.

Officers are educated to the extent necessary to ensure adequate coverage of P-coded billets. Any change in the P-coded billet base will directly impact PG quota plans. Officers who obtain Navy sponsored degrees will normally be assigned to fill a billet in the subspecialty for which they were educated within two tours of earning their degree.

Inherent to the staff corps is the development of some particular type of expertise needed by the Navy. The subspecialty system also serves as a classification and control system, which impacts the assignment process. Under this system, billets are given a subspecialty code based on requirements for advanced education, significant experience or functional training. The subspecialty code consists of four numbers followed by an alphabetic suffix. The numbers designate the field of specialization. Subspecialty codes unique to the Supply Corps have "13" as the first two numbers. These are the Supply Corps sponsored programs:

- 1301 Supply Acquisition/ Distribution
- 1302 Inventory Control
- 1304 Transportation Logistics
- 1305 Retailing (discontinued)
- 1306 Acquisition/Contract
- 1307 Petroleum
- 1308 Subsistence

Four other subspecialty areas also have Supply Corps requirements but are sponsored by commands other than NAVSUP. They are:

- 0031 Financial
- 0032 Material Logistics
- 0042 Operations Analysis
- 0043 Operational Logistics
- 0089 Information Systems

Chart 2-2 presents a summary of the postgraduate programs available to Supply Corps officers.

CHART 2-2 SUPPLY CORPS POSTGRADUATE PROGRAMS

PROGRAMS		LOCATION	START	LENGTH months	MIN APC	P CODE	DEGREE
360	Operations Analysis	NPS Monterey	Jan/Jul *	24	324	0042	MS
361	Operational Logistics	NPS Monterey	Jan/Jul	24	324	0043	MS
370	Information Technology Management	NPS Monterey	Jan/Jul *	24	325	0089	MS
810	Supply Acquisition/ Distribution Management	Various Civilian Schools	Aug	21	245	1301	MBA
811	Petroleum Management	University of Kansas	Aug	21	222	1307	MS/ MBA
813	Transportation Logistics	NPS Monterey	Jul	21	345	1304	MS
815	Acquisition/Contract Management	NPS Monterey	Jan/Jul	18	345	1306	MS
819	Systems Inventory Management	NPS Monterey	Jul	18	345	1302	MS
827	Material Logistics Support Management (ILS)	NPS Monterey	Jan/Jul	18	345	0032	MS
830	Retailing (discontinued)	Michigan St & Ohio St	Sept	21	245	1305	MBA
837	Financial Management	NPS Monterey	Jan/Jul	18	345	0031	MS
860	Subsistence	Michigan St Univ.	Sept	21	245	1308	MBA

* Includes refresher courses.

1. POSTGRADUATE EDUCATION CURRICULA DESCRIPTIONS

The Naval Supply Systems Command is the primary consultant for the 810, 811, 813, 815, 819, 830, and 860 PG programs and is a secondary consultant for the 360, 361, 370, 827, and 837 programs. In fulfilling the responsibilities of a consultant, the office of the Director of Supply Corps Personnel continually reviews the curricula and the schools involved to insure that Supply Corps officers receive the education necessary to meet the needs of the Navy subspecialty requirements.

Following are the descriptions, objectives, and skill requirements of each of the postgraduate programs available to Supply Corps officers. Also provided is the subspecialty code, which these programs support. For the most current information about the course descriptions access the NPS Homepage at <http://www.nps.navy.mil>. Civilian universities offer similar information on their respective homepages easily accessed via the internet.

Officers attending either the 360, 361, 370, 815, 819, or 837 programs will earn a Master of Science degree, while those enrolled in the 810, 830, or 860 will earn a Master of Business Administration degree. The 811 program awards a dual Master of Science and Business Administration degree.

a. OPERATIONS ANALYSIS (#360) / 0042P

Operations Analysis is the development and application of mathematical models, statistical analyses, simulations, analytical reasoning and common sense to the improvement of real-world operations. Practitioners are called upon to advise military and civilian decision-makers on the allocation of scarce resources, the selection of new equipment and processes, and the optimal deployment of given resources to achieve required missions.

The student learns computational methods and develops skills to identify relevant information, formulate decision criteria and select alternatives. This education enhances performance in all duties throughout a military career including operational billets, technical management assignments and policy-making positions.

Completion of this curriculum qualifies an officer as an Operations Analysis Subspecialist with a subspecialty code of 0042P.

Typical Billets in this Subspecialty

- ICP Operations Research Analyst
- Director OPS Research: NAVICP Mechanicsburg and Philadelphia
- NAVSUP Operations Research Analyst
- OPNAV Analyst
- Instructor: NPS
- Cost Analyst

Degree

Requirements for the degree Master of Science in Operations Research are met as a milestone en route to satisfying the Educational Skill Requirements of the curricular program.

For a typical course of study, refer to the NPS school catalog available on line at <http://www.nps.navy.mil>.

b. OPERATIONAL LOGISTICS (#361) / 0043P

This program provides education in mathematics, probability and statistics, physical science, economics, logistics and computer science. These disciplines supply the theoretical background for planning and analysis of Naval and Joint Logistics.

The course of study develops skills in computational capability, identifying relevant information, generating decision criteria and selecting alternatives. This education enhances performance in all duties throughout a military career, including operational billets, technical management assignments and policy-making positions.

Completion of this curriculum qualifies an officer as an Operational Logistics Subspecialist with a subspecialty code of 0043P.

Typical Billets in this Subspecialty:

- Joint chief of Staff – Joint Logistics Planning, Mobility Analyst
- OPNAV – Ordnance Planning Analyst
- CINCLANTFLT – Logistics Plans Officer
- CINCPACFLT – Logistics Plans Officer
- CINCEUR – Logistics Plans Officer
- SPECWARCOM – Logistics Plans Officer
- COMLOGWESTPAC – Logistics Plans Officer
- NPS – Instructor

Degree

Requirements for the degree Master of Science in Operations Research are met as a milestone en route to satisfying the Educational Skill Requirements of the curricular program.

d. SUPPLY ACQUISITION/DISTRIBUTION MANAGEMENT (#810) / 1301P



The 810 program is an interdisciplinary approach designed to develop management skills. The program leads to an MBA with emphasis in quantitative theory, policy decision making, systems analysis and organization and management. Officers selected for the 810 program attend one of the 'Top 25' Business Schools per Business Week survey or the

University of Georgia.

Admission to any of these schools is very competitive and is based on your academic record and Graduate Management Admission Test (GMAT) score. Previous work experience, demonstrated management potential and letters of recommendation are also given important consideration by the admissions board. More information on this program is available in the OPNAVNOTE 1520 series. (<http://neds.nebt.daps.mil/Directives/dirindex.html>).

The 1301P curriculum should include the following courses:

Organizational Behavior or Organization Structure/Systems

Principles of Accounting

Business Economics

Statistical Methods in Business

Introduction to Computing in Business

Financial Management

Survey of Operations Research

Strategic Marketing

Production/Operations Management

Legal Environment of Business

Cost Accounting or Accounting and Information Systems

Information Systems in Management

Business Policy (Capstone Course)

Electives should be focused on Acquisition, Physical Distribution, Total Quality Management, Production Operations, and Information Systems

Completion of an approved curriculum qualifies an officer as a Supply Acquisition / Distribution Management Subspecialist with a subspecialty code of 1301P.

e. RETAILING (#830) / 1305P

Please Note: Due to the outsourcing of NEXCOM billets, officers are no longer assigned to this program. This information is provided for historical purposes only.

The 830 program develops the marketing and merchandising management skills required for managing the Navy Resale Program. The program leads to a Master of Business Administration, with specialization in the field of marketing. Studies include market behavior, marketing cost revenue analysis, international marketing and business, and an analysis of marketing decisions.

f. PETROLEUM MANAGEMENT (#811) / 1307P

The 811 program is a combination of engineering and business courses designed to develop problem-solving skills related to the economics of technical projects. Methods of capital budgeting are applied to transportation, storage, distribution and production facilities. The program also stresses the importance of the interaction of technology, economics, resources and the social political systems.

Completion of this curriculum qualifies an officer as a Petroleum Management Subspecialist with a subspecialty code of 1307P.

Typical Billets in this Subspecialty:

CO/XO – Navy Petroleum Office

OPNAV (N413) - Fuels Logistics Planning

Director – Fuels Supply Center

USACOM – Petroleum

CO – Defense Fuels Office, Italy

Petroleum Logistics Officer - COMFAIRMED

Fuels Department - FISC Jacksonville, Norfolk, Puget, San Diego, Yokosuka and Pearl Harbor

Staff Petroleum Officer - USCINCCENT

Admission: Officers selected for the 811 program attend the University of Kansas in Lawrence, KS. Admission is based on the GMAT score and undergraduate GPA. **For a typical course of study, refer to The University of Kansas school catalog available on line at <http://www.ukans.edu>.**

g. SUBSISTENCE TECHNOLOGY (#860) / 1308P

The 860 program is an MBA curriculum, with selected courses in food systems designed to develop skills required to manage, plan, operate and control food service operations. The 860 program is offered by the Hotel, Restaurant and Institutional (HRI) Management Department of Michigan State University. The program includes the organization of quality control with the food industry, concepts of the requirements for food strategy of policies and practices in the management of food operations.

Completion of this curriculum qualifies an officer as a Subsistence Technology Subspecialist with a subspecialty code of 1308P.

Typical Billets in this Subspecialty:

Director of Food Services – NAVSUP (SUP-05)

Midshipman Food Services Officer – U.S. Naval Academy

The program includes the general prerequisites and graduate study areas listed under the 830 program plus a specialization study core. **For a typical course of study, refer to The University Michigan Business School catalog available on line at <http://www.umich.edu>.**

h. THE SYSTEMS MANAGEMENT CURRICULA

The Naval Postgraduate School's Systems Management curricula include the following Supply Corps programs:

- Transportation Logistics Management (#813) (1304P)
- Acquisition and Contract Management (#815) (1306P)
- Systems Inventory Management (#819) (1302P)
- Material Logistics Support Management (#827) (003P)

- Financial Management (#837) (0031P)

The curricula share a common core of fundamental and graduate courses with specialization and thesis research in the concentration areas as discussed below.

(1) Transportation Logistics Management (#813) (1304P)

This curriculum is an interdisciplinary program that integrates mathematics, accounting, economics, behavioral science, management theory, operations/systems analysis and a subspecialty concentration into an understanding of the process through which the defense mission is accomplished. Inputs for the Navy are from the Supply Corps. The program is designed to provide the officer with fundamental interdisciplinary techniques of quantitative problem-solving methods, behavioral and management science, economic analysis, and financial management. It is also intended to provide the officer with Navy/Defense Systems-oriented graduate management education and with the specific functional skills required to effectively manage in this subspecialty area.

Typical Billets in this Subspecialty:

Assistant Commander for Transportation – NAVSUP

CO – NAVTRANS

Transportation Director – FISC Norfolk, NAVTRANS

Transportation Logistics – CINCPACFLT, NAVTRANS

Director, Supply Logistics / Physical Distribution – FISC Puget Sound

Transportation Systems Officer – CINCLANTFLT

Physical Distribution Officer – FISC Pearl Harbor

Completion of this curriculum qualifies an officer as a Transportation Logistics Subspecialist with a subspecialty code of 1304P.

(2) Acquisition and Contract Management (#815) (1306P)

The Acquisition and Contract Management Curriculum is an interdisciplinary program which integrates mathematics, accounting, economics, finance, behavioral science, management theory, operations/systems analysis and specific courses in acquisition and contracting. Student input includes officers and civilians from all DoD services, the Coast Guard and other nations. The curriculum is designed to provide officers and civilians with the skills to serve effectively in

hardware systems buying offices, field-contracting offices, contract administration offices and contracting policy offices.

Typical Billets in this Subspecialty:

Contracting Officer: Navy Inventory Control Point, Mechanicsburg, PA

Procuring Contracting Officer (PCO): NAVAIR, NAVSEA, SPAWAR

Business/Financial Manager (B/FM):

Hardware Systems Commands: NAVAIR, NAVSEA, SPAWAR

Contracts and Business Policy:

Staff of Assistant Secretary of the Navy (Research, Development and Acquisition)

Staff of Under Secretary of Defense (Acquisition & Technology)

Administrative Contracting Officer (ACO):

Defense Contract Management Command (DCMC)

Superintendent, Shipbuilding, Conversion and Repair (SUPSHIP)

For information concerning Defense Acquisition Workforce Improvements Act (DAWIA), certification requirements refer to section D under the First Pillar.

Completion of this curriculum qualifies an officer as an Acquisition and Contract Management Subspecialist with a subspecialty code of 1306P.

(3) Systems Inventory Management (#819) (1302P)

This curriculum emphasizes the management of Navy owned inventories at all levels.

Curriculum 819 students take additional courses in general inventory model development and the specific details of the Navy's inventory models, spanning the three levels of wholesale, intermediate and retail customer support. Officers are responsible for developing procedures for establishing, maintaining and controlling inventories of material, distributing that material to the Navy customer, and developing the budgets for financing these inventories.

The Systems Inventory Management curriculum is interdisciplinary, integrating mathematics, accounting, economics, management theory, operations analysis and the specialty concentration into an understanding of the process by which the defense mission is accomplished.

Typical Billets in this Subspecialty:

Inventory Control Methods and Requirements: Fleet and Industrial Support Center
Stock Control: Naval Air Station
Director of Program Support Office, Ships Parts Control Center
Director of Nuclear Reactor Stock Control Requirements, Naval Inventory Control Point
Division Director, Defense Supply Center(s)
Stock Control Requirements Planning, Naval Submarine Support Facility
Director, Supply Systems Design Department, Naval Inventory Control Point
Chief, Navy Systems Readiness Group, Defense Supply Center(s)

Completion of this curriculum qualifies an officer as a Systems Inventory Management Subspecialist with a subspecialty code of 1302P.

(4) Material Logistics Support Management (#827) (0032P)

The Material Logistics Support Management curriculum emphasizes all of the aspects for providing integrated logistics support of weapons systems. Besides study in mathematics, accounting, economics, behavioral science, management theory and operations analysis, the curriculum delves into production management, inventory management, integrated logistic support, procurement and contract administration, systems acquisition, and project management. Skills resulting from the curriculum will prepare those responsible for managing the various segments of a military system's life cycle from initial planning for support to fielding the system, through sustaining operations, to phase-out.

Typical Jobs in this Subspecialty:

Aircraft Intermediate Maintenance: Naval Air Stations and Aircraft Carriers
Project Management Staff: Naval Air Systems Command
Integrated Logistics Support Coordinator for Operational Support: NAVAIR
Director of Receiving: Fleet & Industrial Support Centers (FISC)
Director of Storage: FISC & DLA Depots

Completion of this curriculum qualifies an officer as a Material Logistics Support Management Subspecialist with a subspecialty code of 0032P.

(5) Financial Management (#837) (0031P)

The objective of the Financial Management Curriculum is to prepare officers for business and financial positions within the Navy. Financial Managers assist the Navy's decision-making processes at all levels by providing accurate, timely and relevant information. They are concerned with the optimal allocation of human, physical and financial resources to achieve the Navy's goals and objectives while assuring efficient and effective expenditure of public funds.

Graduate courses cover such topics as financial reporting standards, cost standards, cost analysis, budgeting, internal control, auditing, management planning and control systems, quantitative techniques used in planning and control, and the Planning Program and Budgeting System used within the Department of Defense.

Graduates of the Financial Management Curriculum will be prepared for assignment to positions in budgeting, accounting, business and financial management, and internal control and auditing.

Typical Jobs in this Subspecialty:

Comptroller: Naval Air Stations

Budget Officer: Commander, Naval Air Forces Atlantic

Comptroller: TYCOM staff

Fiscal Officer: Naval Supply Depots/Fleet and Industrial Supply Centers

Cost Analysis: Office of Secretary of the Navy

Navy Working Capital Fund Analyst: Financial Management and Budget, Navy

Comptroller: NAVSUP

Special Assistants: Program, Planning Office (OPNAV), Fiscal Management Division (N-82)

Completion of this curriculum qualifies an officer as a Financial Management Subspecialist with a subspecialty code of 0031P.

For a typical course of study, for these curricula refer to the NPS school catalog available on line at <http://www.nps.navy.mil>.

2. ATTENDING POSTGRADUATE SCHOOL

Once selected for Postgraduate education, Supply Corps officers remain eligible for "duty under instruction" until assigned. The date that officers actually start school is determined by service

needs in conjunction with individual career patterns and projected rotation dates. In general, officers who have **two successful sea tours**--including an afloat department head assignment--will be slated for school. Normal time to attend graduate school is between the sixth and thirteenth years of commissioned service--nine years being the optimal, approximately the fourth or fifth tour. Officers should contact their detailee or OP 31 regarding the specifics of assignment to PG school. This communication is especially important for those officers selected for civilian school programs since the admissions process is costly, lengthy and requires more extensive advanced planning.

3. SERVICE OBLIGATION AND EDUCATION UTILIZATION

All officers assigned to a Navy sponsored postgraduate program agree to an extended active duty commitment. Upon completion or termination of a graduate education program, they will serve on active duty for 36 months for any time period up to the first year of duty under instruction, and then an additional month for month obligation thereafter. Example: 18 months at graduate school incurs 36 months for the first 12 months of school and one additional month for each of the remaining 6 months of school for a total of 42 months. See the BUPERSINST 1520.30 series (<http://www.bupers.navy.mil> ("BUPERS CD on the Homepage")) for more detailed information.

Officers completing a postgraduate program are expected to serve at least one tour in a validated subspecialty position as soon as possible but not later than the second tour following graduation.

4. THE GRADUATE MANAGEMENT ADMISSION TEST

Supply Corps officers selected for civilian school programs will more than likely be required to take the GMAT as part of the application process. The GMAT is not a requirement to attend NPS Monterey.

The GMAT is a computer-adaptive aptitude exam measuring general verbal and mathematical abilities that are associated with success in the first year of study at graduate schools of management. The verbal section of the test measures the ability to recognize correct word usage. This section includes reading comprehension, writing ability and practical judgment questions. The quantitative section tests basic mathematical skills, the understanding of mathematical concepts, and the ability to reason quantitatively, to solve quantitative problems and to interpret data, graphs, charts or tables.

The test is available year round, during the last three weeks of each month, at test centers throughout the world. Because the test results are valid for five years, officers selected for civilian school programs are encouraged to maintain current GMAT test scores.

To obtain GMAT registration material, write to:

Graduate Management Admission Test
Education Testing Service
PO Box 6103
Princeton, NJ 08541-6103

To obtain general GMAT information, write to:

GMAT
Distribution and Receiving Center
225 Phillips Boulevard
Ewing, NJ 08628-7435 USA

Phone: (609) 771-7330, 0830-2000 (EST), Monday through Friday.
0900-1645 (EST), Saturday

Or visit the Graduate Management Admissions Council Website at:

<http://www.gmat.org>

5. OTHER NAVY FUNDED GRADUATE EDUCATION OPPORTUNITIES

All Supply Corps officers are eligible for PG school selection during the five-year window (5th through 9th year of commissioned service). However, an officer may wish to consider other graduate education opportunities through service colleges (e.g. Naval War College) or civilian universities. These include Scholarship Programs (OPNAVINST 1520.24), G. I. Bill, Veterans Education Assistance Program (OPNAVINST 1780.2 Series) or Tuition Assistance (CNETINST 1660.3 Series).

(<http://neds.nebt.daps.mil/Directives/dirindex.html>)



a. ADVANCED EDUCATION PROGRAM (AEP)

Please Note: the AEP program has been discontinued. This information is provided for historical purposes.

The Advanced Education Program (AEP) was designed to offer officers the opportunity to complete their masters program and earn a P code. An officer could take up to 24 months from active duty with full pay and allowances to complete his/her graduate program. Selection for AEP was based on performance and personal efforts to complete graduate level work. An annual Selection Board convened in September to review applications of officers desiring to start school the next fiscal year - BUPERSINST 1520.30 series (<http://www.bupers.navy.mil> ("BUPERS CD on the Homepage")) governed the program.

b. SCHOLARSHIP PROGRAM

This program allows an officer to accept scholarships, fellowships and grants from eligible donors for scientific, literary or educational purposes. Participation in the program is normally through study at an accredited college or university, and is consistent with designator and future duty assignments. For additional information on the eligibility requirements, application procedures, and selection process refer to the OPNAVINST 1520.24 Series. (<http://neds.nebt.daps.mil/Directives/dirindex.html>).

c. VIETNAM ERA G. I. BILL

The GI Bill is an educational assistance program available to those individuals who first contracted or entered active duty between after 1 January 1955 but before 1 January 1977. Since eligibility requirements and benefits are different for various categories of individuals, officers should refer to OPNAVINST 1780.2 for complete details. (<http://neds.nebt.daps.mil/Directives/dirindex.html>).

d. POST- VIETNAM VETERANS EDUCATION ASSISTANCE PROGRAM (VEAP)

The VEAP is a voluntary, contributory education assistance program available to those service members who entered on active duty after 31 Dec 1981 but prior to 1 July 1985. Under this program, the Navy will match a service member's contributions on a \$2 for \$1 basis. For

complete eligibility requirements and benefits, refer to OPNAVINST 1780.1 Series. (<http://neds.nebt.daps.mil/Directives/dirindex.html>).

e. MONTGOMERY GI BILL

The Montgomery GI Bill (MGIB) is an educational assistance program available to those individuals who: first enter active duty on or after 1 July 1985; are entitled to education benefits under the Vietnam Era GI Bill; enlist, reenlist or extend an enlistment as a drilling Reservist for service in the Selected Reserve for a period of not less than six years on or after 1 July 1985. For additional information on the eligibility requirements, application procedures, and the selection process, refer to OPNAVINST 1780.4. (<http://neds.nebt.daps.mil/Directives/dirindex.html>).

f. THE TUITION ASSISTANCE PROGRAM

The Tuition Assistance Program administered by the Navy Campus provides financial aid to eligible military personnel for voluntary, off-duty education programs. Tuition assistance may be used for:

- College-level challenge exams
- College undergraduate and post-secondary vocational/ technical/ occupational courses
- Correspondence courses that appear in the Defense Activity for Non-Traditional Support (DANTES) Independent Study Catalog
- Graduate courses that lead to designation as a subspecialist

Supply Corps officers who use tuition assistance for graduate work usually participate in part-time, evening programs in a management curriculum that leads to a subspecialty code. Tuition assistance will fund 75% of the cost of tuition with a course maximum reimbursement ceiling. Payment for the cost of books, registration fees, or other materials is not authorized under the Navy Tuition Assistance Program. Students are not eligible to apply for Veteran's Administration assistance (G. I. Bill benefits) or any course or part of a course for which they are receiving Tuition Assistance.

Applications for Tuition Assistance are submitted to the respective Educational Services Officer for endorsement. Each officer signs a contract agreeing to a two year service obligation. After endorsement, the application is forwarded to the local office of the Navy Campus for processing.

Until applicants have received the approved original application, they should not assume the application is approved. Applicants who register for courses prior to the receipt of the approved Tuition Assistance Authorization may be liable for all tuition costs incurred.

Further information regarding the Tuition Assistance program may be obtained from your command's Educational Service Officer or your local Navy Campus office. In addition, the Naval Postgraduate School will provide general educational counseling service to assist officers in planning their educational needs in line with Navy requirements and career fields. Refer to CNETINST 1660.3 series for additional information.

g. COLLEGE DEGREE PROGRAM

Please Note: the College Degree program has been discontinued. This information is provided for historical purposes.

The College Degree Program enabled selected LDOs/CWOs an opportunity to earn their baccalaureate degrees through full-time study at accredited civilian colleges and universities. Participating officers received their regular pay and allowances, but were required to pay for all tuition and other school expenses.

6. U.S. SERVICES COLLEGES

a. INTERMEDIATE SERVICE COLLEGE

The Navy's service college program develops naval officers for greater responsibilities through advanced professional military education. Officers are screened for intermediate service college selection when selected for Lieutenant Commander. Screening is automatic--based on the top fifty percent of the promotion year group--selectees are notified by letter. There are many more officers selected than the Supply Corps has school quotas.

Officers will normally be slated to attend a service college at or near their current projected rotation date during the 3-year period following selection. Assignment is determined by PRD, career pattern, individual desires, and the availability of school quotas. Officers accepting orders to a service college incur an active duty obligation of two years beyond graduation. Selectees

interested in attending a service college should notify their detailer. Admission without previous intermediate service college selection is waivable.

Supply Corps Lieutenant Commanders attend the Naval War College (College of Command and Staff), Army Command and Staff College, Air Force Command and Staff College or the Marine Corps Command and Staff College for Phase I training. Phase II training is at the Armed Forces Staff College in Norfolk, VA. More information is available in MILPERSMAN 6620130 or contact PERS 440C at telephone number 901-874-4100 or DSN 882-4100.

(<http://www.bupers.navy.mil> (“BUPERS CD on the Homepage”))

b. SENIOR SERVICE COLLEGES

Supply Corps Commanders may be selected to attend the Naval War College (College of Naval Warfare) or the Industrial College of the Armed Forces (ICAF) or the National War College. The ICAF and the National War College are under the auspices of the National Defense University located at Fort Lesley J. McNair in Washington, DC.

Officers are selected for senior service college when selected for promotion to Commander. Screening is automatic--based on the top fifty percent of the promotion year group--selectees are notified by letter. There are many more officers selected than quotas available.

Officers will normally be slated to attend a service college at or near their current projected rotation date during the 3-year period following selection. Assignment will be determined by PRD, career pattern, individual desires, and the availability of school quotas. Officers accepting orders to a service college will incur an active duty obligation of two years beyond graduation.

c. OPPORTUNITIES

COLLEGE	LOCATION	REPORT / LENGTH	PHONE COMM	PHONE DSN
SENIOR		MONTHS		
Air War College	Maxwell AFB, AL	JUL / 10	334-953-2838	493-2838
Army War College	Carlisle Barrack, PA	JUL / 10	717-245-4200	242-4200

Industrial College Of the Armed Forces (ICAF)	FT McNair, Washington DC	AUG / 10	202-685-4333	325-3912
USMC “Top Level”	Quantico, VA	AUG / 10	703-784-4081/2	278-4081/2
National War College	FT McNair, Washington, DC	AUG / 10	202-685-4343	325-3912
Naval War College	Newport, RI	NOV / 12 MAR / 12 AUG / 12	401-841-6597	948-6597
INTERMEDIATE				
Air Command and Staff	Maxwell AFB, AL	AUG / 10	334-953-2838	493-2838
Army Command / General and Staff	FT Leaven - worth, KS	JUN / 12	913-684-2256	552-2256
USMC Command And Staff	Quantico, VA	AUG / 10	703-784-4081/2	278-4081/2
Naval Command and Staff	Newport, RI	NOV / 12 MAR / 12 AUG / 12	401-841-6597	948-6597
NON – RESIDENT PROGRAMS				
Naval Command and Staff			401-841-6597	948-6597
Air Command and Staff			334-953-7901	493-7901
Army Command and Staff			913-684-5407	552-5407

7. PROCEDURES FOR REPORTING EDUCATION ACHIEVEMENT

Officers who complete courses or degree programs through off-duty study are responsible for reporting this information to NPS in order to have it become part of their official record.

Active duty officers are required to submit a brief letter report to:

The Navy Personnel Command
PERS-312G
5720 Integrity Drive
Millington, TN 38055-312

Submit a copy to PERS 440E when voluntary off-duty study is completed and an additional degree is obtained. The report should include the name and location of the school, the dates attended, the major field of study, and the title of the degree. The report should be accompanied by an official academic transcript with the officer's social security number and designator indicated on the manuscript.

8. CONTACT POINTS AT THE NAVAL POSTGRADUATE SCHOOL

FOR INFORMATION CONCERNING:	CONTACT	TELEPHONE NUMBER
Academic Profile Code (APC)	Director of Admissions	DSN 878-3093 COM 408-656-3093
Counseling / Preliminary Information on Graduate Education	Academic Counseling Office	DSN 878-3093 COM 408-656-3093
Administration of Officer Students Attending Navy Sponsored Programs at Civilian Institutions	Manager, Civilian Institution Programs (Code 031A)	DSN 878-2319 COM 408-656-2319
Transfer Credit	Director of Admissions	DSN 878-3093 COM 408-656-3093
Alumni Transcript Requests	Director of Admissions	DSN 878-2591 COM 408-656-2591

Chart 2-3

Address all correspondence to the appropriate department code followed by
Naval Postgraduate School
589 Dyer Road Root Hall
Monterey, CA 93943-5100

CHAPTER 3

BOARD PROCESSES THE PLAN PUT TO A TEST

One of the "mysteries" of the Navy is how promotion boards work. In actuality, it is not a mystery, nor is it intended to be. Annually, PERSPECTIVE publishes its January issue about promotion boards. Promotion board presidents often write about their board observations and their articles are published in ALL HANDS, SURFACE WARFARE, NAVAL AVIATION, SUPPLY CORPS NEWSLETTER and other Navy related professional periodicals.

A. STATUTORY VS ADMINISTRATIVE SELECTION BOARDS



Statutory boards include promotion, selective early retirement (SERB), and the various continuation boards. All other boards are administrative.

Statutory boards are governed by law, primarily Title 10 of the U.S. Code. Administrative boards are governed by instruction or policy.

Statutory boards are convened by SECNAV. Administrative boards are convened by the Chief of Naval Personnel (CNP) or his Deputy (DCNP) at BUPERS.

Statutory board results are approved by the President, SECDEF or SECNAV. Administrative boards are approved by CNP / DCNP.

Membership on statutory boards is set by statute and SECNAVIST 1401.3 (<http://neds.nebt.daps.mil/Directives/dirindex.html>). This instruction is very specific as to designator mix and paygrade. Membership requirements for administrative boards are determined by the board sponsor.

1. STATUTORY SELECTION BOARDS

a. PRECEDENCE

Any discussion about the promotion system and its relationship to the officer would be incomplete without some knowledge of your position on the Navy active duty list and how it is determined. Your position is a function of the year you were commissioned (Year Group) and lineal standing within the Year Group. An officer's exact position in relation to his/her contemporaries can be determined by consulting the effective Register of Commissioned and Warrant Officers of the United States Navy and Marine Corps and Reserve Officers of Active Duty (NAVPERS 15.018 Series)--"The Blue Book."

A Year Group (YG) is an administrative grouping of officers for promotion and strength management purposes. It is generally indicative of the Fiscal Year in which an officer was commissioned and represents all officers commissioned with a date of rank within a fiscal year. An officer may change Year Groups after it is assigned by being selected early for promotion. In this case he/she moves ahead and becomes part of the Year Group with which he/she was selected. Year Groups are often split at one point for promotion to one grade and then may be split another way for promotion to the next senior grade. These group splits are a result of the promotion plan. They do not change an officer's initial year group.

Within a Year Group, officers are arrayed by date of rank. Officers commissioned as Ensigns are placed on the active duty list without a precedence number until they have completed 1 year of active commissioned service. Until then, precedence is indicated by date of rank and alphabetical sequence by last name. Following 1 year of active commissioned service, your precedence is first determined by the effective date of commission, and then by your percentile of class standing among other ensigns appointed from all commissioning sources of the same date or with the same initial date of rank. Officer Candidate School graduates take lineal precedence among those of the same class based on their Officer Candidate School class standing. May/June graduates of the Naval Academy, NROTC Regular and NROTC Contracts are normally assigned the same date of rank upon commissioning and are fanned into lineal precedence according to their final class standing. The class standing is a weighted average of the officer's academic average, Naval Science course average and final Naval Aptitude grade.

After the officers are arrayed into lineal precedence, they are assigned precedence numbers. The precedence number is a six-digit number followed by a two-digit sub number. These numbers

are assigned sequentially throughout the active duty list of the Navy in sub number increments of 10. By locating your name in the Register of Commissioned Officers, "The Blue Book," you can identify the officer who is immediately junior to you. The significance of your precedence number is important to you in determining when you will be considered for promotion.

b. PROMOTION ZONES

While every officer is interested in promotions, certainly interest reaches its peak when an officer will next be in a promotion zone. The frequent question, "When will I be in zone for promotion?" is not easily answered.

For promotion to lieutenant commander and above, there is a possibility for a below the zone "look" based on opportunities and availability prior to entering the primary zone. Promotion zones are established annually by the Secretary of the Navy based upon the needs (or requirements) of the Supply Corps and are promulgated as an ALNAV notice and a Flash from the Chief.

Once the number of vacancies is estimated, the number of officers who should compete for the vacancies or comprise the promotion zone can be set. The size of the zone must be responsive to the needs of the Navy to produce qualified officers to perform at the next higher level, yet must offer officers in the following year groups equality of opportunity to be selected and ensure an orderly career progression. The promotion opportunity and the number of vacancies determine the promotion zone.

Another planning consideration is the flow point. Flow point is simply defined as the total commissioned service prior to promotion to a certain grade. This is promotion for pay purposes and not when selected for the next higher rank.

Opportunity and flow point should comply with the Defense Officer Personnel Management Act (DOPMA) standards plus/minus 10% and plus/minus 1 year respectively.

Since limited duty officers belong to their own competitive category, a separate promotion plan is developed for them. The same considerations cited above are used to develop the limited duty officer promotion plan. Flow points and selection opportunity are not identical but generally conform to one another.

c. CONVENING THE BOARD

Promotion boards are convened by SECNAV as authorized by statute. SECNAV provides (via ALNAV) the board schedule and promotion zones at least 30 days before the first scheduled convening date for selection boards of the next fiscal year.

d. BOARD MEMBERS/RECORDERS

The Selection Board process begins in the third and fourth quarters of each fiscal year. The Bureau of Naval Personnel (BUPERS) will send out a schedule for the selection boards listing the boards, convening dates and requirements for each board. These requirements include both the composition of the board members as well as the recorders needed to support the board. As the requirements list is being developed, the Chief of the Supply Corps will query inputs from the Supply Corps Flag Officers for the best and brightest officers to serve as selection board members.

(1) Board Members:

Approximately two-three months prior to the Board convening, the Director of Supply Corps Personnel (OP) will begin to bounce the list of viable candidates provided by the Chief of Supply Corps against the requirements list from NPC to develop the members for each board. The requirements generally include a minority member and/or a female member for most boards and on the senior boards, an Acquisition Professional Manager and Joint Specialty Officer.

With the above parameters as a guide, a desired board membership will consist of officers with a variety of professional backgrounds. The search is made for a mixture of officers with diverse warfare backgrounds (aviation, surface, submarine and Seabee), subspecialties (Contracting, Finance, Logistics, etc.) and significant tours. The goal in developing board membership is to provide a diverse representation of officers who have served at various commands such as TYCOM staffs, NAVICP, FISC, DLA, Systems Commands (NAVAIR, NAVSEA, NAVSUP, SPAWAR) and overseas. If a board is comprised of members with a wide range of experience, it will provide the best opportunity for all officers being considered for promotion.

(2) Recorders:

Recorders are assigned to provide administrative support to board members. Work starts weeks before the board is convened as NPC pulls the records of all eligible officers. Recorders meet

the week before the board convenes to conduct a thorough review of each record. The recorders are looking for any discrepancy, including missing fitness reports, awards, warfare qualifications and any other information board members may need to thoroughly review the record. The Head Recorder maintains a list of discrepancies and provides to this the NPC support team in advance of the board convening date. NPC will attempt to retrieve missing FITREPs and resolve discrepancies to provide a complete record to the board members.

Once the board convenes, the Head Recorder will assign records to the various members, keeping track of which member reviewed which record. The Head Recorder ensures that the female representative has the opportunity to review and brief the female officer records, if possible. The same logic applies for the minority representative, Joint, Acquisition Professional, etc. The recorders ensure that each board member has the information necessary to review their assigned records. The recorders will also assist in recording the votes conducted in the Tank (or voting room).

Recorders are selected from a list of officers recommended by a senior officer or have volunteered for recorder duty. Due to funding constraints, it is preferred that as many recorders as possible be selected from the local area, Millington, TN. If an officer outside the area volunteers for service on the board and his command is willing to fund his trip, he will be considered. Because of the sensitivities involved in running a board, the recorders must be officers with impeccable records. They are sworn to secrecy at the convening of the board and are under oath not to divulge any of the proceedings, deliberations or recommendations of a selection board. Recorder duty provides an outstanding opportunity to work with senior Supply Officers and gain valuable insight into successful career management.

e. THE BOARD



Once the Promotion Plans are approved, it becomes the responsibility of the selection board to implement them. The Secretary of the Navy, in addition to approving the Promotion Plan, is charged with the responsibility of appointing statutory selection boards (those required by law) and convening them. Selection boards that consider Supply Corps officers for promotion to the grade of Lieutenant through Captain are composed of at least five

members -- normally seven. Each member of a selection board must be senior to all officers considered by the board. Boards considering limited duty officers for selection must have at least one limited duty officer board member.

The board members have an important duty. Supply Corps Officer participation on Supply Corps boards is recommended by the Chief of the Supply Corps and approved/selected by the Chief of Naval Personnel. No other individuals within the Supply Corps are privy to board membership. Membership normally reflects the demographics of the candidacy for promotion -- minority and female representation as well as warfare, geographic and functional diversification. The board will also have at least one line officer. These members serve as "information brokers" as well as "performance judges."

Members know they are dealing with officers' careers. Their aim is to select the "best qualified" officers for promotion and for future leadership positions. They take the following oath before beginning record review:

"You, and each of you, do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the naval service, perform the duties imposed upon you by law. So help you God."

f. THE PRECEPT

The board's official status is set forth in the precept from the Secretary of the Navy. The precept specifies the number of officers the board must select and defines the board's legal duties. The Secretary of the Navy also specifies the maximum number of officers that may be selected from below the promotion zone. No limit is placed on the number of above zone selections.

A precept is a document, signed by the convening authority and directed to the president of the board, giving guidance to the board regarding the criteria upon which their selections should be based. The precept is the only guidance for selection provided to a board.

Using the precept as guidance, the only other sources of information about an officer allowed for consideration by a statutory board are the following:

- **Computer Files** – contains fitness reports, picture, personal awards, and other matters of official record.

- **Performance Summary Record (PSR) / Officer Summary Record (OSR)** – career resume containing a summary of microfiche information.
- **Correspondence** – the officer submits to the board about his/her record.

No information other than what is listed above is allowed to be discussed or presented before a board.

The mission of any board is to select those “best qualified” based on performance. Additional guidance in the precept addresses the consideration of minority officers and consideration of historic preexisting restrictions on the assignability of women officers. Language is also directed at nontraditional career paths of officers with subspecialties to ensure the future needs of the Navy are met by officers with particular skills. Also singled out in the precept for consideration by the board are officer’s performance of duty in a joint billet and the unique career paths and needs of the Navy with respect to the Acquisition Professional (AP) community.

Along with the precept, the board is furnished a list of officers, in precedence sequence, to be considered for promotions. The list consists of those officers who are in the promotion zone, the above zone – officers, previous non-selectees, who may be selected for promotion to the grade being considered, and the below zone -- below zone selection is limited to 10% of the primary zone. For example, if there are 100 officers in the primary zone with an 80% promotion opportunity, there will be a maximum of 80 officers selected for promotion. If there are eight officers selected below promotion zone (Deep), and eight selected above zone, the actual in-zone promotion opportunity is reduced to 64 of the 100 in zone. Stated another way, the actual in zone promotion opportunity is 64 percent.

Given the guidance and the tools, the Selection Board determines its own ground rules and working procedures. There is no limitation to the length of time a board may take to complete its deliberations. Supply Corps boards usually complete their deliberations within 10 days.

g. PREPARATION

Preparation for a promotion boards begins four months before its convening date. The initial list of eligible officers is compiled and modified as required. The eligible list is continually synchronized with an official automated database to ensure consideration of all candidates. The masterfile is queried six weeks prior to the board convening for FITREP continuity. Messages are sent to those missing. If you receive a message, be sure to send missing FITREPs to the requester – usually PERS 322, and not to your detailer.

One week before the board convening date, assistant recorders review the record of each candidate, transcribe late flowing data onto the PSR/OSR, and ensure fitness report continuity for at least the last five years.

Board members then arrive at NPC Millington, TN and convene the board. Board membership is secret until the board convenes. Members are specifically directed not to visit detailers prior to or during deliberations. The process is designed to ensure a level playing field for all involved. As stated previously, board membership is carefully balanced to represent the demographics of all the candidates in the selection zones.

The precept is discussed and the board begins to work. The initial step is the individual record review. Again, each service record is made up of three parts – computer file, PSR/OSR and any correspondence for the individual.

The computer file of each candidate is reviewed separately by assigned board members, whether in the promotion zone, above-zone, or below-zone. Each above-zone and in-zone record must be reviewed by at least two board members, one of whom will be responsible for briefing the officer's career to the rest of the board in the "tank". For records he/she will brief, each board member transcribes information (strengths and weaknesses) from the computer file to the PSR/OSR.

h. IN THE "TANK"

After the records review phase, the board moves on to the next step, the selection phase. For this phase, most boards move into a room called the "tank" (a private, theater-like room where all the members discuss and vote on candidates). The annotated PSRs/OSRs are projected onto large screens in the tank and the board member, who reviewed a particular candidate's file briefs the record. The board, using the precept as guidance, recommends (within the numbers authorized) those candidates it considers "best qualified" for selection.

After the briefing officer has discussed the candidate and all questions have been asked and answered, each member uses a "secret ballot" computer keypad located on the arm of their seats to vote a confidence level for the selection of the candidate. Each member can vote either 100% (the member is 100 percent sure the candidate should be selected), 75%, 50%, 25%, or 0% (the candidate should not be selected). After all the votes are cast, a computer in the tank computes

an overall confidence rating, which is then displayed as a percentage on a monitor for all the board members to see.

The confidence rating of each candidate is recorded and then ranked after all the records have been reviewed and a scattergram is produced. The board president then selects a number of the records from the top scorers to be “tentatively selected”. The president will propose this selection as a motion to the entire board. The board will either vote in the motion or members will offer counterproposals. Whichever proposal is accepted, it is accepted by a **majority vote** of all members. This same scenario is repeated when the board attempts to determine which number of the bottom scoring candidates should be “dropped from further consideration”.

All the candidates between the “selected” and “dropped” scores -- those in the “crunch” -- are then re-reviewed in the tank. Each candidate receives another confidence rating and the process starts over again. Several tank sessions are usually required before the board determines the candidates best qualified for promotion.

i. CORRESPONDING WITH THE BOARD

Although the recorders check for current and complete fitness reports, it is incumbent upon the member to make sure the board has your complete and accurate record. **SIX MONTHS** before a board convenes, request via letter with signature your microfiche and PSR/OSR from PERS313D (P313D@persnet.navy.mil). For fitness report corrections, contact PERS322 (P322@persnet.navy.mil). For education and service school corrections contact PERS1031D1 (P1031D1@persnet.navy.mil).

Documents received after you have reviewed your record (such as fitness reports, personal awards, etc.) should be copied and forwarded in a letter to the president of the selection board. Any corrections made to your record should also be addressed. Command endorsement of your letter to the president is not necessary. Only those officers eligible before a selection board may correspond with the president. Any endorsement or letter written from a third party must be endorsed by the member being considered for promotion or it will be returned to the originator.

All correspondence must arrive not later than the convening date of the Board and should be addressed to:

President, FY (grade) Supply Corps Promotion Board
Navy Personnel Command
PERS 85M
5720 Integrity Drive
Millington, TN 38055

Written communication may call the attention of the board to any matter that the officer considers important. The officer may include, as enclosures, correspondence from any individual concerning the eligible officer.

This guidance has been extracted from SECNAVINST 1420.1, MILPERSMAN 2220110 and 2220120, and the BUPERS Perspective.

j. STATUTORY BOARD COMPLETION

The board completes its deliberations and votes to confirm the tentative selections. The board then provides a select list to SECNAV and it is subsequently approved by SECDEF. A select ALNAV message is then released (usually five to eight weeks after the board adjourns). Results will also be available on BUPERS access. Under the normal promotion phasing plan, five percent of the 04/05/06 selectees will be promoted in each of the first eight months (40 percent), and 15 percent in each of the last four months (60 percent) of the fiscal year. For those officers selected to LCDR and above, Senate confirmation is required before promotion. **Frocking is not authorized unless specified by separate NAVADMIN.**

STEPS IN THE CHAIN	REVIEWING OFFICIAL ACTION
CNP	Review board results, recommend nomination or deferral* for individual officers.
Office of The Judge Advocate General	Review board reports for legality of process, review and comment on any cases of special interest.
VCNO/CNO	Review board reports and recommendations made by the CNP, provide additional comment / recommendations, if appropriate.
SECNAV	Approve and forward the recommendations for nomination to the

	Secretary of Defense. Defer* recommendations for nomination as deemed appropriate.
Joint Chiefs of Staff	Review board report for compliance with Joint Officer Management statutes (Lieutenant Commander and above only).
OSD	Approve board results. This is the final step for Lieutenant boards. The ALNAV announcing selection is released after OSD approval. For Lieutenant Commander through Captain boards, forward recommendation to the president to nominate officers for promotion.
President of The United States	Nominates the officers for Senate confirmation.
Senate	Confirms the nomination of officers to effect promotion.

* If an officer's name is deferred from the nomination process, he/she will be informed of the action as soon as the selection list is announced. The officer will be afforded an opportunity to comment on the circumstances in question before a final decision regarding nomination for promotion is reached.

2. ADMINISTRATIVE SELECTION BOARDS

In addition to statutory selection boards, there are numerous administrative selection boards that are convened under the administrative authority of the Navy. Examples of administrative boards are the Internship, DAWIA, Postgraduate Education, LDO/CWO In-service Procurement, Commander Sea Board, and Lateral Transfer / Redesignation selection boards. Unlike statutory boards, consideration by some administrative boards is not automatic and must be requested by the officer.

a. POSTGRADUATE EDUCATION SELECTION PROCEDURES

The Postgraduate Education Selection Board was disestablished in 1986. The only effect this had on the selection process was to combine this function with that of the Statutory Lieutenant Selection Board. After completion of the Lieutenant Board, the Postgraduate Education Selection board convenes to select officers for Postgraduate education. The eligibility period remains the same. All Supply Corps officers who have submitted PG preferences and have an

eligible Academic Profile Code (APC) of 345 or better are automatically considered in their fifth through ninth years of commissioned service.

Any officer not automatically considered, must submit a letter requesting consideration in accordance with the annual OPNAVNOTE 1520 on the Graduate Education Program.

The Board will review the records of all academically qualified officers in the selection zone and assign relative rankings within year groups based on assignments and performance. Officers selected for postgraduate school are assigned a curriculum based on their relative ranking and on-file preferences. This process is followed until all the school quotas are assigned. Employing this procedure may occasionally result in offering a PG program to an officer that was not among his/her three choices. If an officer does not desire the offered PG program, he/she may request rescreening before the next annual PG Selection Board, or reassignment at a later date.

If your APC does not meet the minimum APC requirement for the PG program you are requesting, it must be upgraded before consideration before the Board. APCs may be upgraded through enrollment in the NPS Continuing Education Program or an appropriate civilian school program. Advice on courses necessary to improve APC may be obtained from NPS at DSN 878-3093 or commercial (408) 656-3093.

(1). YOUR ACADEMIC PROFILE

The Academic Profile Code (APC) is a three-digit code developed by the Naval Postgraduate School (NPS) based on an officer's undergraduate transcript, as well as any other evidence of work beyond the baccalaureate degree. The APC is the first criteria used in selection for Navy sponsored PG education. In order to be considered for PG school, an officer must possess the minimum APC for a particular program. Your APC can be upgraded through approved academic performance in off-duty educational programs at civilian institutions, or through self-study courses provided by the NPS Office of Continuing Education.

If you wish to be considered for Navy sponsored PG education, check your APC code, listed in block 45 of the Officer Data Card, to ensure it is correct. If you feel it is in error, contact NPS at DSN 878-3093 or commercial (408) 656-3093. If you have taken courses on your own that will improve your APC, send the official transcripts to NPS. A copy of the transcript should also be forwarded to PERS 312G for inclusion in your official record.

The following is an explanation of how the APC is derived:

1st digit - Quality Point Rating (QPR) code representing the cumulative grade average on a 0 to 5 scale. All grades in all post-secondary school education at any accredited institution are considered.

2nd digit - Math qualification code on a linearized 0 to 6 scale. The scale is directly keyed to the math requirements for various curricula and completely ordered so that a grade of 3, for example, would satisfy the requirements typified by 3, 4, 5, or 6.

3rd digit - Technical qualification code on a linearized 0 to 5 scale. This code is to be used for technical curricula requiring physical science for entrance.

The values in Charts **3-1** through **3-3** are used to assign the APC codes:

<u>Code</u>	<u>QPR-RANGE</u>
--------------------	-------------------------

0	3.60-4.00
1	3.20-3.59
2	2.60-3.19
3	2.20-2.59
4	1.90-2.19
5	0-1.89

Chart 3-1 Academic Profile Code - Academic QPR Code

<u>CODE</u>	<u>MEANING</u>
--------------------	-----------------------

0	Significant post-calculus math with B or better average.
1	Calculus sequence completed with B + or better average.
2	Calculus sequence completed with a C + or better average.
3	One calculus course with a C or better grade.
4	Two or more pre-calculus courses with B or better average.
5	One pre-calculus courses with B or better average.
6	No pertinent college-level math with C or better grade.

Chart 3-2 Academic Profile Code - Math Code

CODE	MEANING
-------------	----------------

0	Significant pertinent upperdivision technical courses with B + or better average.
1	Significant pertinent upperdivision technical courses with average between C + and B.
2	Complete calculus-based physics sequence with C or better average.
3	Complete calculus-based physics sequence with B + or better average.
4	One calculus-based physics course with C or better grade.
5	No pertinent technical courses.

Chart 3-3 Academic Profile Code - Technical Code

Once you know your APC, you can determine how your academic code compares with those required for the various graduate curricula. In addition, the Academic Counseling Office at NPS will advise you of self-study programs and other measures to enable you to enter formal graduate studies.

Questions concerning your APC should be addressed to the Naval Postgraduate School or to the Head, Career Development and Training Branch (SUP OP31): P4412Q@persnet.navy.mil .

b. Specialized Officer Programs

(1) Limited Duty Officer

Limited duty officers (LDO) are technically oriented officers who perform duties:

- that require authority and responsibility greater than normally expected of a warrant officer;
- require strong managerial skills; and
- that are outside the normal development pattern for 31XX officer (i.e., duties requiring extensive technical training/OJT).

Supply Corps Limited Duty Officers (designator 651X) are officer technical managers in the field of supply. These areas include fiscal accounting and disbursing, material distribution and

control, operation of Ship's Stores, Navy Exchanges, and Food Service and administration of messing activities afloat and ashore. Supply Corps LDOs are qualified to serve in assignments requiring the full range of Supply Corps functions--including command. In the first five tours as a commissioned officer, an LDO can expect two sea tours, two CONUS shore tours and one overseas tour. The initial tour is generally a sea or overseas assignment. Detailing for Supply Corps LDOs is administered through the Supply Corps.

Unlike 3100 designated officers, LDO promotion plans are derived from the number of vacated positions. The promotion plan and promotion opportunities are drafted and managed by the LDO/CWO community manager, PERS N131L. Supply Corps LDOs compete with CEC and JAG community officers for promotion.

Enlisted personnel selected for LDO will be initially appointed as temporary limited duty officers in accordance with 10 USC 5596. In conjunction with their selection for Lieutenant, they will be required to accept a permanent officer appointment as required by SECNAVINST 1120.3C

(<http://neds.nebt.daps.mil/Directives/dirindex.html>), under authority of Title 10, U.S. Code, Section 5596. If permanent status is not desired, individuals will be reverted to their permanent enlisted grade. LDOs (and CWOs selected for LDO status) on active duty on 15 September 1981 as temporary LDOs and selected for temporary LDO LT will be offered permanent appointment to the grade of LT. If the officer declines such permanent appointment, he/she will be allowed to remain as a temporary LDO with permanent enlisted or CWO status. In order for a temporary LDO to be eligible for the increased tenure authorized under DOPMA, permanent appointment must be accepted prior to the LCDR date of rank.

A total of eight years commissioned service on active duty is required to voluntarily retire, once permanent status has been accepted. Commissioned service on active duty as CWO2/3/4 and temporary LDO count toward the accumulation of eight years commissioned service.

After satisfying the 3-year obligation for accepting LDO, a limited duty officer (temporary) with permanent enlisted status may request termination of the temporary appointment and reversion to their permanent enlisted grade for the purpose of transferring to the Fleet Reserve, continuing on active duty in the permanent enlisted grade or obtaining a discharge from the naval service.

(2). Chief Warrant Officer (CWO)

Chief Warrant Officers (CWOs) are technical officer specialists who perform duties:

- requiring extensive knowledge of a specific occupational field;
- technically oriented (through experience/specialized training);
- repetitive in nature; and
- not significantly affected by advancement in rank.

The CWO provides technical expertise at relatively stable grade levels in the officer structure. Consequently, development of CWOs will emphasize increasing their technical competence within their warrant specialty.

Supply CWOs (designator 751X) are technical officer specialists in the field of supply, including fiscal accounting, material distribution, and control.

Food Service CWOs (designator 752X) are technical officer specialists in the field of Food Service and administration of messing activities afloat and ashore and management of Bachelor Officer/Enlisted Quarters.

The assignment process for CWOs is similar to that of 65XX designated officers. The sea-shore rotation is also similar to that of a 65XX officer. In general, a CWO can expect two sea tours, two CONUS shore tours, and one overseas tour in the first five tours as a Commissioned Warrant Officer. CWOs should plan on being detailed to valid warrant officer billets.

There are presently two categories of CWOs--permanent and temporary. They are identified by the last digit of the designator, i.e., permanent 7511, 7521; and temporary 7512, 7522 (permanent enlisted status). Effective with selectees from the September 1978 In-Service Procurement Board, all Supply Corps CWO selectees have been tendered permanent appointments as CWOs in accordance with 10 USC 555 or 597, as appropriate.

For those permanent CWOs with over 20 years of service who twice failed selection to permanent W-3 or W-4, retirement is mandatory within 6 months after the board approval by the Secretary of the Navy.

The limitations of the Dual Compensation Act of 1964 apply to all members who retire in an officer status. However, a member who holds a permanent enlisted grade may revert to his/her permanent enlisted status for retirement and not be subject to the compensation limitations in the Dual Compensation Act.

A warrant officer, either permanent or temporary, is not required to serve eight years of commissioned service to retire as a warrant officer. A warrant officer is eligible for retirement upon 20 years of active service and completion of the 3-year initial commissioning obligation. Warrant officers are subject to 3 basic types of mandatory retirement: (1) upon completion of 30 years of active service (if not continued by board action); (2) upon reaching the age of 62; and (3) twice failing selection to the next higher permanent grade.

Contingent on the needs of the Navy and with the officer's consent, permanent CWOs may be continued beyond 30 years total service. If continuation is deemed necessary, permanent CWOs in their 28th and 29th years of total service will be automatically screened for continuation--letter requests not desired.

A few CWOs are selected each year for the Supply Corps Limited Duty Officer (LDO) program. Application procedures are contained in the current BUPERSINST 1131.1 series.

(<http://www.bupers.navy.mil>) ("BUPERS CD on the Homepage")

If selected, a "permanent" CWO may decline a permanent appointment to Lieutenant, accept a temporary appointment to LDO Lieutenant, and remain a permanent CWO. Until selected to Lieutenant Commander, it would not be monetarily advantageous to accept a permanent appointment as a LDO. Once selected for Lieutenant Commander, they must apply and accept a permanent appointment to LDO before their promotion to Lieutenant Commander.

(3). REDESIGNATION TO 3100

Limited Duty Officers and Chief Warrant Officers may, and are encouraged to, apply for transfer to designator 3100. LDOs and CWOs who have served their initial three-year tour may request to redesignate to 3100. All requests from active, prospective Regular Supply Corps officers should be submitted to the Commander Navy Personnel Command (PERS 4). All requests from reservists on inactive duty should be forwarded to (PERS 9) for consideration. Requests should include: designator applied for and qualifications for redesignation, date of original appointment and the date of rank of the applicant's current grade. Additionally, an agreement to remain on

active duty for two years following redesignation for active officers, or two years in the Ready Reserve for inactive duty officers, should be included in the package.

Commanding Officers receiving applications from LDOs or CWOs shall initiate a medical review of the applicant's health record by qualified medical authority and upon clearance, forward a letter of endorsement with the application stating the physical qualification of the applicant. A statement indicating overweight candidates, along with their height and weight, should be included, if appropriate.

If the officer is in a limited duty status or physically precluded in any other way from unrestricted duty, the application shall be forwarded via the Chief, Bureau of Medicine and Surgery (Code332) and a copy sent to CNPC (PERS 4) or (PERS 9).

A statement of the officer's motivation and qualifications for redesignation shall be included in the Commanding Officer's forwarding endorsement.

Application procedures and eligibility requirements are detailed in MILPERSMAN 1020170. (<http://www.bupers.navy.mil>) ("BUPERS CD on the Homepage")

For further information, please contact:

Commander, Naval Supply Systems Command
Navy Personnel Command
PERS 4412J / SUP OP11B
5720 Integrity Drive
Millington, TN 38055-4412
Telephone: Commercial (901) 874-4613
DSN: 882-4613

or

Navy Personnel Command
PERS 921
5720 Integrity Drive
Millington, TN 38055-0921
Telephone: Commercial (901) 874-4514
DSN 882-4514

c. SUPPLY CORPS COMMANDER SEA BOARD



Commander sea duty selection and sea duty assignment are crucial milestones in an officer's career and important to the Supply Corps and the Navy. The Commander Sea Board is held each year in the November timeframe in Millington, TN. Supply Corps Commanders selected in the previous three promotion year groups are considered for selection. Additionally, the board each year reaffirms those officers previously selected and not yet assigned to afloat duty to ensure they have maintained superior performance in their duties. The Opportunity Selection Percentages are 20% for the

first look, 10% for the second and 5% for the third. All Promotion Year Groups receive an overall 35 percent selection opportunity, although selection quotas may be shifted at the discretion of the board from one PYG to another in order to balance PYG quality.

Selection opportunity is evaluated each year. Factors affecting the opportunity include the O-5 sea tour billet base and promotion planning influences, such as PYG size and O-6 flow points. The ultimate goal of the Sea Board process is to ensure all sea board selects will go to sea prior to zoning for Captain. This board process allows early identification of officers who will go to sea as Commanders, providing officers and detailers more time to plan for this critical career **milestone**.

All eligible officers, including previously selected officers not yet assigned to afloat duty, should fax a copy of their 31 August fitness report to SUP OP31 in Millington, TN, at 901-874-2684; DSN 882-2684. Cover letters are not required.

For a typical course of study, refer to the NPS school catalog available on line at <http://www.nps.navy.mil>.

c. INFORMATION TECHNOLOGY MANAGEMENT (#370) / 0089P

This curriculum provides officers with the knowledge of information systems technology to include computer and telecommunications systems, software engineering, networked and distributed applications, database management systems, and decision support systems in the military services. Students will also gain proficiency in information systems, economics and management decisions needed in the development and utilization of complex and evolving computer-based military systems.

Information Technology Management is an interdisciplinary, graduate-level master's program integrating mathematics, accounting, economics, statistics, computer science, information systems, communications engineering, networks, and management disciplines.

Completion of this curriculum qualifies an officer as an Information Management Subspecialist with a subspecialty code of 0089P.

Typical Billets in this Subspecialty:

- ADP Systems Officer, FMSO
- SNAP System Officer, SPAWARSYSCOM
- ADP Program Manager, FMSO
- Plans and Programs, COMNAVCOMTELCOM

Degree

Requirements for the degree Master of Science in Information Technology Management are met as a milestone en route to satisfying the Educational Skill Requirements established by the sponsor for the curricular program.

For a typical course of study, refer to the NPS school catalog available on line at <http://www.nps.navy.mil>.

CHAPTER 4

SUPPLY CORPS AND THE NAVAL RESERVES

A. TRAINING AND ADMINISTRATIVE RESERVE OFFICER (TAR)

1. TAR OVERVIEW

Supply Corps TAR officers are career Naval Reservists serving on active duty to manage the reserve component of the Navy. Supply Corps TAR officers have the dual responsibility of developing and maintaining their operational supply skills as well as managing various segments of the Naval Reserve. A Supply Corps TAR officer carries the 3107 designator. TAR officers compete only amongst themselves for promotion and are considered by Reserve Selection Boards. Historically, Supply Corps TAR officers have had the same selection opportunity as their USN counterparts.

2. CAREER DEVELOPMENT

A full career from Ensign to Captain (there is no Supply Corps TAR Flag Officer opportunity) exists for the Supply Corps TAR officer. TAR Captains are released from active duty after reaching three years in grade unless specifically retained by the Chief of Naval Personnel selective retention board. As an Ensign, LTJG, or LT, the Supply Corps TAR officer can expect to complete two sea tours and a shore assignment which could be in reserve administration or in a technical billet emphasizing a particular Supply Corps skill. As a LCDR, the TAR officer can expect assignments in the areas of Naval Expeditionary Logistics, Reserve Naval Aviation, or in support of an activity that relies on the reserve community for a major part of its mission accomplishment. The career pattern of more senior Supply Corps TAR officers include senior reserve management billets on major staffs such as Chief of Naval Operations (CNO), Commander Naval Reserve Force (COMNAVRESFOR), Commander Naval Surface Reserve Force (COMNAVSURFRESFOR), Commander Naval Air Reserve Force (COMNAVAIRRESFOR), Commander Naval Expeditionary Logistics Support Force (NELSF), and Naval Supply Systems Command (NAVSUP).

3. PROFESSIONAL EDUCATION AND TRAINING

Supply Corps TAR officers are eligible for postgraduate school selection. The qualification criteria are the same for both 3100 and 3107 officers. The TAR program currently has Postgraduate payback billets in the areas of financial management and transportation logistics.

4. APPLICATION PROCEDURES

The MILPERSMAN 1001-020 provides information on the TAR program and details on the active duty list officer application process. Recall application procedures for selective reserve officers are contained in NMPC / 15AUG91/ manual 1820320. Selective reserve officers may apply for recall through their local Naval Reserve recruiter. All applications must include a daytime phone number, fax number, and home mailing address.

5. OBLIGATION

Active duty list officers redesignated as TARS must agree to serve a minimum of two (2) years on active duty in a reserve program billet. Selective reserve officers recalled into the TAR program incur a three (3) year active duty obligation.

B. SELECTED RESERVIST (SELRES)

1. SELRES OVERVIEW

Supply Corps Reserve Programs are established under the cognizance of the Commander, Naval Surface Reserve Force, New Orleans, LA. The Supply Corps Reserve Officer's ultimate



responsibility is to be ready for mobilization. An officer is considered to be mobilization ready when capable of performing the duties and functions of the assigned mobilization billet. Billets for Supply Corps Reserve Officers exist both in units under the direct sponsorship of the Naval Supply Systems Command, and in a variety of units sponsored by other Navy commands.

2. CAREER DEVELOPMENT

The variety of reserve billets and units available to Supply Corps Reserve officers presents them with interesting and challenging assignments and the potential for career development and growth. Many Supply Corps Officers work along side an active duty counterpart. Listed below is a sampling of Naval Supply Systems Command sponsored Reserve units.

Naval Supply Systems Command Headquarters
Expeditionary Logistics Support Force
Cargo Handling Battalions
Defense Logistics Agency
Fleet and Industrial Supply Centers
Naval Inventory Control Point
Navy Exchange Command
Naval Regional Contracting Centers

Listed below is a sampling of non-Naval Supply System Command sponsored units.

Office of the Chief of Naval Operations
Naval Air Forces
Submarine Forces
Surface Combatant Forces
Amphibious Forces
Special Warfare Forces
Military Sealift Command
Combat Logistics Forces
Major Fleet/Force/Command Staffs

3. PARTICIPATION

Most Supply Corps Reserve Officers drill with their reserve units for one weekend each month at a local reserve center or at the gaining command. In addition 12 days of annual training is accomplished at the gaining command. In some cases, members arrange to drill individually or in groups during normal working hours at the active command at which they mobilize.

4. APPLICATION PROCESS

a. FROM ACTIVE DUTY

If you reside within the continental United States, you are probably within driving distance of a Supply Corps Reserve billet. The first step is to contact the Logistics Officer at one of the ten Readiness Commands in your area. The Logistics Officer will discuss Supply Corps Reserve opportunities, which are available to you locally and assist you in affiliating with a reserve unit.

REDCOM LOGISTICS OFFICERS

(1). Naval Reserve Readiness Command Region ONE

NRRC Region ONE (Code N4)
344 Easton Street
Newport, RI 02841-1515
COMM: (401) 841-4392
DSN: 948-4392
FAX: (401) 841-7554

(2). Naval Reserve Readiness Command Region FOUR

NRRC Region FOUR (Code N4)
New Jersey Avenue, Building 5954
Fort Dix, NJ 08640-8000
COMM: (609) 724-7670/7677
DSN: 944-6404
FAX: (609) 724-7657

(3). Naval Reserve Readiness Command Region SIX

NRRC Region SIX (Code N4)
901 M Street, SE
Washington Navy Yard, Building 200
Washington, DC 20374-5009
COMM: (202) 433-6336/3947/5952
DSN: 288-6336
FAX: (202) 433-5562

(4). Naval Reserve Readiness Command Region EIGHT

NRRC Region EIGHT (Code N4)
P. O. Box 90
Naval Air Station
Jacksonville, FL 32212-0090
COMM: (904) 542-2486 x140

REDCOM LOGISTICS OFFICERS (continued)

DSN: 942-2486 x140
TOLL FREE: 1-800-201-4199 x140
FAX: (904) 542-0001

(5). Naval Reserve Readiness Command Region NINE

NRRC Region NINE (Code N4)
7800 Third Avenue
Millington, TN 38054-5048
COMM: (901) 874-5550 x160
DSN: 882-5550 x160
FAX: (901) 874-7598

(6). Naval Reserve Readiness Command Region ELEVEN

NRRC Region ELEVEN (Code N4)
1803 Doolittle Avenue
Fort Worth, TX 76127-1803
COMM: (972) 266-6530 x188
DSN: 874-6530 x188
FAX: (972) 266-6627

(7). Naval Reserve Readiness Command Region THIRTEEN

NRRC Region THIRTEEN (Code N4)
2701 Sheridan Road
Great Lakes, IL 60088-5026
COMM: (847) 688-5436/6790
DSN: 792-5436/6790
FAX: (847) 688-3642/2118

(8). Naval Reserve Readiness Command Region SIXTEEN

NRRC Region SIXTEEN (Code N4)
715 Apollo Avenue
Minneapolis, MN 55450-2018
COMM: (612) 713-3729
DSN: 783-3729
FAX: (612) 713-1579

(9). Naval Reserve Readiness Command Region NINETEEN

NRRC Region NINETEEN (Code N4)
960 North Harbor Drive
San Diego, CA 92132-5108
COMM: (619) 532-1899
DSN: 522-1899

REDCOM LOGISTICS OFFICERS (continued)

FAX: (619) 532-3945

(10). Naval Reserve Readiness Command Region TWENTY-TWO

NRRC Region TWENTY-TWO (Code N4)

Naval Station Everett, Building 2102

2000 West Marine View Drive

Everett, WA 98207-2600

COMM: (425) 304-3814

DSN: 727-3814

FAX: (425) 304-4814

b. DIRECT COMMISSIONING PROGRAM

The Supply Corps Direct Commissioning Program (Inactive) provides an opportunity for reserve enlisted personnel on inactive duty and civilians with or without prior military experience to receive a commission as an ensign in the inactive Supply Corps Reserve. Selectees will fill key junior officer drill billets in Naval Reserve units across the country.

Applicants must complete the application process and be commissioned prior to their 35th birthday. They must possess a bachelor's degree from a regionally accredited institution, preferably in business, engineering, or computer science. Degrees in non-business disciplines are acceptable if the candidate has accrued significant post-baccalaureate business experience.

Selectees are commissioned as an ensign, and are required to become fully qualified Supply Corps officers by completing the Basic Qualification Course (Naval Reserve) (BQC (NR)). The BQC (NR) consists of 2 two-week periods of annual training (AT) and an intensive fifteen month self-paced home study program. Selectees are also required to perform monthly drills with their reserve unit, but are not required to serve on active duty beyond the two weeks of AT each year required of all Naval Reservists.

Interested applicants should contact the Naval Reserve recruiter at their local Naval Reserve Center or the Director of Logistics at the nearest Naval Reserve Readiness Command for additional information.

For further information, please contact:

Navy Personnel Command
PERS 4412V
5720 Integrity Drive
Millington TN 38055-4412
Telephone: Commercial (901) 874-4621
DSN 882-4621



c. LIMITED DUTY OFFICERS (LDO) AND CHIEF WARRANT OFFICERS (CWO)

Another enlisted-to-officer program that affords a unique opportunity for upward mobility to Naval Reservists is the Reserve LDO and CWO Program. It is the principal commissioning program offered by the Navy, which does not require a college education. It enables the Supply Corps reserve officer community to access former enlisted

personnel with significant practical experience.

There are two specific avenues for advancement under this program. These avenues and the basic eligibility criteria are:

(1) ENLISTED TO LDO (ENS)

— Member of Ready Reserve, for 1 year, assigned to a drilling unit.

And one of the following:

- Serving as petty officer first class (E-6); complete the Personnel Advancement Requirement (PAR) for CPO; successfully complete the annual Navy-wide exam for advancement (PASS SELBD ELIG) in the year application is made; have served as E-6 for 1 year computed from TIR date for E-6.
- Serving as chief petty officer (E-7 or E-8)
- Have completed 8 to 16 years of qualifying Federal service.
- US citizen/high school graduate/physically qualified.
- Favorable recommendation from the Commanding Officer.

(2) CWO TO LDO (LTJG)

- Member of Ready Reserve, for 1 year, assigned to drilling unit.
- Be a commissioned chief warrant officer (permanent or temporary) on 1 October of the year application is made.
- Have completed at least 2 years of service as chief warrant officer computed from his/her initial date of rank as a commissioned warrant officer.
- U.S. citizen/high school graduate/physically qualified.
- Favorable recommendation from the Commanding Officer.

Detailed eligibility requirements and application processing procedures are promulgated in the annual NAVMILPERSCOM NOTE 1120 series. Competition in these programs has been and will continue to be particularly keen. Highly motivated and well-qualified applicants are encouraged to make applications to Navy Personnel Command (Code N131), annually no later than 1 April. E-6 applications are due no later than 16 May.

CHAPTER 5

REVIEWING YOUR RECORD

A. MICROFICHE RECORDS

Navy Personnel Command (NPC) maintains all official records in digitized microfiche format. When reviewing your record on microfiche, you should concentrate on five fiche.

FICHE 1: Fitness reports and commendatory data related to personal medals, awards, citations, etc.

FICHE 2: Information on education, qualifications, appointments, promotion, service dates and similar data.

FICHE 3: Information on security investigations, personal history and emergency data.

FICHE 4: Orders.

FICHE 5: Privileged information.

Additional fiche also exists if you have enlisted service.

You may personally review your record in the Navy Personnel Command Records Review Room or you may authorize another person in writing to review your record for you. Written requests for service records may be submitted to:

Navy Personnel Command
PERS 313C1
5720 Integrity Drive
Millington, TN 38055-0313

The request should include full name, rank, social security number, duty status, current military or civilian address and your signature. FAX requests should be sent to 901-874-2664/2743 or DSN: 882-2664/2743.

Before you start your review, it is important to understand that the whole record is important--from your very first day of service. This is because any reviewer--whether a member of a board or a detailer--is attempting to determine your qualifications and potential for future positions based on your past performance.

While an individual fitness report, whether good or bad, may be important in itself, it can only truly be evaluated in relation to the total pattern. A single low fitness report may not be worthy of much weight in a record of superlative fitness reports if it is clearly "out of pattern".

The same is true of any given remark or grade on a fitness report, whether negative or positive. Each evaluation gains weight to the extent that it is noted by other superiors at other times and places. Consistent superior performance is the goal.

Similarly, trends within the overall patterns are important. This is especially true of trends under a single reporting senior as pertains to your grade average both as an absolute and as relative to the reporting senior's average, and promotion recommendation. Does an officer tend to show an increasing level of performance or do his marks decline? Are the trends repetitive or isolated?

The first thing to know when reviewing your record is that you must look for the patterns and remember that they start with your first fitness report. The patterns are the key. Very few officers are either selected or non-selected for anything based on a single report. Decisions are based on the total record. The ideal situation is to have complete continuity from the day you were commissioned through your last fitness report, with no gaps or overlaps. NPC considers a gap of greater than 90 days to be significant.

Since your official record is the principle document used during selection board deliberations, you should make sure your microfiche record is up to date. Remember you are responsible for making sure all fitness reports and other important documents are submitted. If you are missing a fitness report, send a copy with both your signature and the reporting seniors signature to PERS 322. For administrative errors, refer to BUPERSINST 1610.10.

(<http://www.bupers.navy.mil> ("BUPERS CD on the Homepage").

B. RECORD BRIEF - OFFICER SUMMARY RECORD (OSR) / PERFORMANCE SUMMARY RECORD (PSR)

In addition to your microfiche record, selection boards review your Officer Summary Record (OSR) and Performance Summary Record (PSR). These documents are the only sources of information available to selection boards other than correspondence from an officer before the board to the board president.

The fitness report section of the OSR/PSR is generated from a data base within BUPERS that is separate from your microfiche record. As you can imagine, since these two databases are created

from different copies of the FITREP there is a very real possibility that they are not in total agreement with one another.

Charts 5-1, 5-2, and 5-3 are samples of an OSR/PSR. Chapter 5 section C and D provides a detailed guide to assist in reading the OSR/PSR. The OSR/PSR is simply a computer generated summary record that assists selection boards in reviewing an officer's record. This is an important part of your official record and should be reviewed by prior to any selection board. Written requests for OSR/PSR may be submitted to:

Navy Personnel Command
PERS-323
5720 Integrity Drive
Millington, TN 38055-0323

The request should include: full name, rank, social security number, duty status, current military or civilian address and your signature.

The OSR/PSR is actually three separate sections compiled from different data bases:

- The top sheet extracts its information from the same data base that produced the Officer Data Card. Corrections to this section should be made in accordance with NAVPERS 15839 series.
- The awards section of the top page is maintained by the Board of Decorations and Medals (Navy), 2000 Navy Pentagon, Washington DC 20350-2000. (202-685-1770).
- The fitness report sheets are created from a copy of the FITREP and errors here can be corrected by writing to:

Navy Personnel Command
PERS323
5720 Integrity Drive
Millington, TN 38055-0323

Chart 5 - 1 TOP SHEET OF AN OFFICER SUMMARY RECORD (OSR)

NAME						OFFICER SUMMARY RECORD						
SAILOR DONE WELL												
SSN			DESIG		DOB		AGE		YEAR			
987-65-4321			3100		580101		36		84			
PRESENT DUTY STATION				PRESENT BILLET								
NPS MONTEREY				STUDENT								
COLLEGE		DATE		LEVEL MAJOR		SUSPEC		SERVICE SCHOOLS		8408 06		
USNA		84		BACH MATH		0032T 13078		SUPPLY BASIC SUB SCOL		8508 03		
ACTIVE DUTY BASE DATE			PRIOR MIL SERVICE		YEAR		MOS		HIGHEST GRADE HELD		PERSONAL DECORATIONS	
830606			YES		78		30		MM3		NAM 02	
SPECIAL QUALIFICATIONS:												
1) SC FUEL				3) SUP SURFWAR				REMARKS				
2) SC SUBSUPPT												

Chart 5 -3 FITREP SECTION OF A PERFORMANCE SUMMARY RECORD (PSR)

SAILOR DONE WELL				3100	987-65-4321				1 OF 1			
R												
A												
N	DUTY	DATE OF	REPORTING	REPORTING								
K	STATION	DUTY	REPORATIONS	SEN/GRADE	PERF	COMPARE	DESIRE					
	PROM	TRAITS	RMKS									
6	NSCS	STU	0584	14	JONES	1	-----					RG
6	DD963	DISB	0785	06	BROWNS2	10	1	1	5	/1	6	RG
	USS DUARTE											
6	DD963	DISB	0186	06	BROWN	1	11	1	5	/1	6	RG
	USS DUARTE											
5	FISC	POL	0786	15	GREEN	1	11	1	5	/2	6	RG
	USS DUARTE											
4	SSN600	SUPO	1087	14	DEEP	1	11	1	5	/1	6	RG
	USS FISH											
4	SSN600	SUPO	0100	10	DEEP	1	11	1	5	/1	6	RG
	USS FISH											

C. OFFICER SUMMARY RECORD (OSR) INTERPRETATION GUIDE

<u>COLUMN</u>	<u>TITLE</u>	<u>EXPLANATION</u>																				
1.	GRADE	Rank of officer being evaluated at time of report.																				
		<table><tr><th><u>Code</u></th><th><u>Rank/Grade</u></th><th><u>Code</u></th><th><u>Rank/Grade</u></th></tr><tr><td>0</td><td>Flag Officer</td><td>4</td><td>Lieutenant</td></tr><tr><td>1</td><td>Captain</td><td>5</td><td>LTJG</td></tr><tr><td>2</td><td>Commander</td><td>6</td><td>Ensign</td></tr><tr><td>3</td><td>LCDR</td><td>CWO</td><td>Warrant Officer</td></tr></table>	<u>Code</u>	<u>Rank/Grade</u>	<u>Code</u>	<u>Rank/Grade</u>	0	Flag Officer	4	Lieutenant	1	Captain	5	LTJG	2	Commander	6	Ensign	3	LCDR	CWO	Warrant Officer
<u>Code</u>	<u>Rank/Grade</u>	<u>Code</u>	<u>Rank/Grade</u>																			
0	Flag Officer	4	Lieutenant																			
1	Captain	5	LTJG																			
2	Commander	6	Ensign																			
3	LCDR	CWO	Warrant Officer																			
2.	STATION	Reporting duty station.																				
3.	DUTY	Primary duty.																				
4.	DATE OF REPORT	<u>Starting</u> date (month & year) of report.																				
5.	NUMBER OF MONTHS	Number of months covered by report.																				
6.	REPORTING SENIOR & GRADE	Name and Grade of reporting senior.																				
		<table><tr><th><u>CODE</u></th><th><u>RANK/GRADE</u></th></tr><tr><td>0</td><td>Flag Officer</td></tr><tr><td>1</td><td>Captain</td></tr><tr><td>2</td><td>Commander</td></tr><tr><td>3</td><td>Lieutenant Commander</td></tr></table>	<u>CODE</u>	<u>RANK/GRADE</u>	0	Flag Officer	1	Captain	2	Commander	3	Lieutenant Commander										
<u>CODE</u>	<u>RANK/GRADE</u>																					
0	Flag Officer																					
1	Captain																					
2	Commander																					
3	Lieutenant Commander																					
7.	SPECIFIC PERFORMANCE	The numbers of each grade assigned in blocks 29 through 50. The "tick" mark represents your average grade. An * will mark the average grade block if no grades are recorded there. Example: if you received 5 A's and 5 C's your average would be a B with an * in the B block.																				
8.	COMPARISON	The number of officers assigned each mark on the FITREP. The "tick" mark indicates your relative ranking.																				
		<table><tr><th><u>CODE</u></th><th><u>GRADE</u></th><th><u>CODE</u></th><th><u>GRADE</u></th></tr><tr><td>0</td><td>1%</td><td>5</td><td>50% (mid)</td></tr><tr><td>1</td><td>5%</td><td>7</td><td>50% (low)</td></tr><tr><td>2</td><td>10%</td><td>10</td><td>Unsatisfactory</td></tr></table>	<u>CODE</u>	<u>GRADE</u>	<u>CODE</u>	<u>GRADE</u>	0	1%	5	50% (mid)	1	5%	7	50% (low)	2	10%	10	Unsatisfactory				
<u>CODE</u>	<u>GRADE</u>	<u>CODE</u>	<u>GRADE</u>																			
0	1%	5	50% (mid)																			
1	5%	7	50% (low)																			
2	10%	10	Unsatisfactory																			

3 30%

9. DESIRABILITY

The number of grades assigned in blocks 57 through 61. The "tick" mark represents your average grade. An * will mark the average grade block if no grades are recorded there. Example: if you received 5 A's and 5 C's, your average would be a B with an * in the B block.

<u>CODE</u>	<u>GRADE</u>	<u>CODE</u>	<u>GRADE</u>
0	A	5	E & F
1	B	7	G & H
2	C	10	I
3	D		

10. PROMOTION

An entry is made in the appropriate column to reflect promotion recommendation from blocks:

PROMOTION

E P N

N X

NOTE -- If an officer is recommended for early promotion and is a LCDR or above, his/her relative ranking versus other officers also recommended is reflected. Example: 2/5 -- this means that you were ranked #2 of 5 officers recommended for early promotion.

PROMOTION

E P N

2/5

NOTE -- If an ENS, LTJG, or LT is recommended for early promotion, there will be no relative ranking versus the other officers. Example: /5 -- this means that 5 officers were recommended for early promotion and that you were one of them.

PROMOTION

E P N

63 - P Regular promotion recommendation. An X will appear in this column if you are recommended for regular promotion. If other officers are recommended for early promotion, there will be a number in the early recommendation column. Example: Three Supply Corps Officers are graded by the same reporting senior. Two are recommended for early promotion and you are recommended for regular promotion.

PROMOTION

E P N

2 X

11. TRAITS

64 - P Not recommended for promotion.

Marks from blocks 67 to 72.

The "tick" mark represents your average grade. An * will mark the average grade block if no grades are recorded there. Example: if you receive 3 A's and 3 C's your average would be a B with an * in the B block.

CODE GRADE CODE GRADE

0	A	5	E & F
1	B	7	G & H
2	C	10	I
3	D		

12. REMARKS

Various entries:

RG – Regular report

CF – Concurrent report

SF – Special report

RG/CF - Regular/Concurrent report

ME – Memorandum entry

LTR – Letter report

SUPP – Supplemental material

D. PERFORMANCE SUMMARY RECORD (PSR) INTERPRETATION GUIDE

<u>COLUMN</u>	<u>TITLE</u>	<u>EXPLANATION</u>																				
1	PAYGRADE	Rank of officer being evaluated at time of report.																				
		<table><tr><th><u>Code</u></th><th><u>Rank/Grade</u></th><th><u>Code</u></th><th><u>Rank/Grade</u></th></tr><tr><td>0</td><td>Flag Officer</td><td>4</td><td>Lieutenant</td></tr><tr><td>1</td><td>Captain</td><td>5</td><td>LTJG</td></tr><tr><td>2</td><td>Commander</td><td>6</td><td>Ensign</td></tr><tr><td>3</td><td>LCDR</td><td>CWO</td><td>Warrant Officer</td></tr></table>	<u>Code</u>	<u>Rank/Grade</u>	<u>Code</u>	<u>Rank/Grade</u>	0	Flag Officer	4	Lieutenant	1	Captain	5	LTJG	2	Commander	6	Ensign	3	LCDR	CWO	Warrant Officer
<u>Code</u>	<u>Rank/Grade</u>	<u>Code</u>	<u>Rank/Grade</u>																			
0	Flag Officer	4	Lieutenant																			
1	Captain	5	LTJG																			
2	Commander	6	Ensign																			
3	LCDR	CWO	Warrant Officer																			
2.	STATION	Reporting duty station.																				
3.	DUTY	Primary duty.																				
4.	DATES OF RPT	<u>Starting and ending</u> dates of report.																				
5.	NUMBER OF MONTHS	Number of months covered by report.																				
6.	REPORTING SENIOR & GRADE & TITLE	Name, grade and title of reporting senior. <table><tr><th><u>CODE</u></th><th><u>RANK/GRADE</u></th></tr><tr><td>0</td><td>Flag Officer</td></tr><tr><td>1</td><td>Captain</td></tr><tr><td>2</td><td>Commander</td></tr><tr><td>3</td><td>Lieutenant Commander</td></tr></table>	<u>CODE</u>	<u>RANK/GRADE</u>	0	Flag Officer	1	Captain	2	Commander	3	Lieutenant Commander										
<u>CODE</u>	<u>RANK/GRADE</u>																					
0	Flag Officer																					
1	Captain																					
2	Commander																					
3	Lieutenant Commander																					
7.	TRAITS	The numbers of each trait (1-5) listed in the column.																				
8.	AVERAGE	R/S column is the reporting senior’s marks. The top number is the individual’s trait average. The bottom number in the R/S column is the summary group trait average (i.e. The average of all 3100 LCDRs for that reporting period). In the CUM column is the reporting senior’s cumulative average for all officers he has ever reported on at that same rank.																				
9.	PROMOTION	Promotion recommendation for the individual is listed with an “X” over the number. The remaining numbers represent the summary group																				

		recommendation
10.	REPORT	Lists the type of report
		RG – Regular report
		CF – Concurrent report
		SF – Special report
		RG/CF - Regular/Concurrent report
		ME – Memorandum entry
		LTR – Letter report
		SUPP – Supplemental material

1. ANALYZING YOUR RECORD

After you have completed your brief, study the recap. It is difficult to provide a standard to which you can compare your record and determine your relative standing among your peers. The marking must be interpreted against other marks/remarks on the same fitness report as well as against trends and patterns.

The standard for promotion is "best fitted" and almost all selections, whatever the program, are made by direct comparison of your record against all others being considered. Normally a larger number are "qualified" for selection than there are selection quotas and, in fact, there may be little difference between the records of some of those who are selected and those who are not selected.

A selection board's decision making process normally emphasizes consistent growth and high level of performance, improving trends and patterns, and comparison ranking.

Review each marking period and the remarks in turn. Is everything internally consistent? Does anything seem particularly low in relation to other marks?

Does the individual average show an improving trend for a specific reporting senior? How does the individual average compare to the reporting seniors summary group and cumulative average? Is there direct competition? Is there an improving trend in the promotion recommendation? How does the promotion recommendation compare with others in the same reporting category?

When you complete your recap, go back and leaf through your FITREPS from earliest to latest, looking at the characteristics. Is any particular trait consistently marked lower or higher relative to other traits (regardless of absolute mark)?

2. AFTER THE REVIEW

If you have fully analyzed your record, you should now be aware of your strengths and weaknesses. If you have questions, visit or call SUP OP. Either your detailer or the Career Counselor, SUP OP31 will be happy to review your record and help you interpret it.

The purpose of the review is to give a basis for further improvement and growth and to help you understand and overcome any weaknesses. As already mentioned, early problems may be overcome by outstanding later performance, and avenues are available to correct problems that are true errors or injustices. Take action! If you have no problems, you may consider yourself fortunate--but do not become complacent. The system is extremely sensitive to the quality of performance, and you can be sure, over time, that your record truly reflects your performance.

As a final caution, if you are in the field and cannot review your record, do not assume that any fitness report you may get is a good indicator of your whole record. Each fitness report is important, but hopefully it is clear that the patterns that exist in the record are more important. Any given fitness report can only be finally judged in relation to what has gone before and, perhaps more importantly, what will come after. If you were judged highly on your last report, it is extremely important that you do not "slack off" but that you try to improve your performance to show growth and an improving trend. A declining report is worse than a lower fitness report.

If your last report was marginal, do not be disheartened. You can reduce the significance of a single report if you improve – particularly with regard to direct and indirect competition. If you permit your performance to decline, you may have created an irreversible problem. The naval officer is always expected to perform his best. Don't let your competition leave you behind.

3. RECORD CORRECTIONS

When a reporting senior has determined that a fitness report which he/she had previously submitted did not accurately reflect the officer's performance BUPERINST 1611.1 provides for the submission of supplemental Fitreps by a reporting senior directly to PERS 323. A supplemental revised report must be accompanied by a transmittal cover letter. In this cover

letter, the reporting senior should explain why he/she considers the revised report a more accurate reflection of the caliber of the officer's performance during the reporting period. A strong endorsement by the reporting senior explaining fully why this supplemental report is being submitted carries considerable weight with the Board for Correction of Naval Records (BCNR) and future promotion boards. The letter of transmittal should fully substantiate the reasoning for the new report. Often this is not easily accomplished and may involve the admission of personal error in the original report. Reporting seniors may exercise this prerogative to submit a revised FITREP even after they have retired from active duty. After a revised report has been submitted, the officer may petition the BCNR for removal of the original fitness report and the letter of transmittal by which the reporting senior submitted his/her revised report. In order for a BCNR appeal to be successful, the case must prove that significant modifications to the original report were the basis for the submission of the supplemental FITREP.

In the absence of a revised fitness report, the applicant must prove to the BCNR that the contested fitness report does not accurately reflect the caliber of his performance of duty **during the reporting period**. Several methods exist for the applicant to prove his/her FITREP does not accurately reflect performance:

- Statements by other personnel, preferably senior to the applicant, who were in a position to observe the applicant's performance during the reporting period, and express that the applicant's performance was of significantly higher caliber than noted in the contested fitness report.
- Copies of available reports of inspection, letters of commendation, and other documentation bearing on the applicant's performance of duty during the reporting period.
- Documentation of intrinsic deficiencies and inconsistencies in the contested fitness report and any failure to follow applicable instructions and regulations.

In the event, the Secretary of the Navy approves the BCNR's recommendation for the removal of a fitness report, a file memorandum will be entered in lieu of the report in the applicant's naval record.

When considering a submission to the BCNR for the above circumstances, remember the following:

- Appeals should be timely--within three years of the contested report.

- Do not wait for the promotion board to pass you over for selection prior to beginning the record correction process.
- Your BCNR appeal must be objective and complete. **All backup documentation must be included with the appeal.**

4. YOUR OFFICIAL PHOTOGRAPH

The official photograph is often the most neglected portion of the official officer record. New photographs must be submitted periodically to the Navy Personnel Command (PERS313) by all officers of the Navy and Naval Reserve as follows:

- Upon original appointment to commissioned or warrant grades.
- Upon promotion to the next higher paygrade.
- Upon transfer to the permanent, Retired List.

The photograph shall be a full-length three-quarter view of the member in Service Khakis. Summer Whites may be used where Khakis are not authorized. The background shall be flat and contrasting. The photograph shall be 4" x 5" and mounted on form NAVPERS 1070/10 (signed and dated).

For more information on official photograph requirements, consult MILPERSMAN 5020140. (<http://www.bupers.navy.mil> ("BUPERS CD on the Homepage").

5. OFFICER FITNESS REPORT INPUT

Prior to the preparation of an officer's fitness report, the officer being evaluated should be asked to provide the reporting senior with a brief summary of the items the officer considers pertinent to his or her performance or professional development. The purpose of this summary is to:

- Ensure the reporting senior considers all significant achievements of the officer being evaluated.
- Assist in evaluating each officer's performance with precise and objective comments.
- Encourage each officer to evaluate his or her own performance during the reporting period.

Supply Corps officers should take this administrative responsibility seriously. All pertinent information should be provided to the reporting senior. The officer being evaluated should

provide a positive assessment of his accomplishments. Failure to do so may result in fitness reports containing adjectives and superlatives that do not accurately reflect the officer's accomplishments. The information contained in the summary of accomplishments can significantly influence the quality of the officer's fitness report.

The periodicity of reports is listed in BUPERINST 1610.10. (<http://www.bupers.navy.mil>) An outline of input submissions is provided and discussed in Annex S of this instruction.

6. THE OFFICER DATA CARD (ODC)

The Officer Data Card (ODC) (NAVPERS 1301/51) is one of the reports produced from the active duty naval officer automated data base at the Navy Personnel Command (NPC). The ODC provides officers with an up-to-date record of information to be considered when making personnel/detailing decisions. The use of the ODC makes it imperative that the information shown is accurate, current and complete. Each officer has the opportunity to review their ODC annually when it is forwarded by NPC. ODCs are printed according to the following schedule:

<u>Grade</u>	<u>Month forwarded</u>
Lieutenants	January
Ensigns, Warrant Officers, & Flags	April
Lieutenant Commanders and Commanders	July
Lieutenants (Junior Grade) and Captains	October

The Manual of Navy Officer Manpower and Personnel Classification (NAVPERS 15839F, Vol. II) provides definitions and correction procedures for all items contained on the ODC.

If you have found information on your ODC that requires updating, return your ODC to Commander, Navy Personnel Command (PERS1031D1). Upon receipt by PERS1031D1, an internal BUPERS verification and tracking process begins. The following sections provide common ODC blocks in error and required corrective action.

Block 106, Date of ODC. PERS1031D1 will verify date and if required will order a new ODC with updated information. This eliminates unnecessary routing and accelerates the correction procedure.

PERS1031D1 attaches an internal routing/transmittal sheet to the ODC indicating the appropriate BUPERS offices responsible for the data correction. The ODC is then logged into an automated tracking system for accountability and forwarded to the cognizant BUPERS office for correction.

If required substantiating documentation has not been forwarded or the change cannot be processed at BUPERS, a form memorandum will contain detailed instructions regarding proper correction procedures.

Each cognizant NPC office corrects its respective items on the ODC and returns the ODC package to PERS 1031D1. The tracking system is again updated. This procedure continues until the entire BUPERS correction process is completed, and the tracking system is cleared.

Your ODC will not be returned once the corrections are made. Many of the corrections can take some time to complete, so it may be advisable to wait until the next annual mailing before verifying your ODC.

Items listed in **Chart 5-4** require substantiating documents, circle the item(s) number in red and indicate the correction(s) on the reverse side of the ODC.

Chart 5-4 ODC Correction Procedures - BUPERS Controlled

<u>ITEM # & DATA</u>	<u>REQUIRED INFORMATION</u>
52 Service Schools	A diploma or certificate of satisfactory completion is required. Include the course title, course identification number, date, school, location, and course duration.
54-61 Formal Education	Academic transcripts are required. Refer to NAVPERS 15839 series, Appendix D, Volume II if additional information is needed.
62-65 Language	Refer to NAVPERS 15839 series, Appendix A, Volume I for interpretation. A copy of the Language Proficiency Questionnaire (DA Form 330) should be forwarded if a test has been completed.
66-68 Subspecialty	Refer to OPNAVINST 1000.16 series and NAVPERS 15839 series, Part E, Volume I for qualifying criteria. NPC POC is

	PERS440.
72 AQDs	Certification by competent authority is required. Direct inquiries to individual assignment desk.
91 Past Duty	Temporary duty, temporary additional duty, and duty under instruction billets will not appear on the ODC. FITREPS, letters of appointment, etc., are required for other changes.
92-93 Security	Must be changed by DONCAF. Submit OPNAV 5510/413 to DONCAF, Washington DC 20388-5029 with a copy of OPNAV 5520/20. NPC POC is PERS 811.

The items listed in **Chart 5-5** cannot be changed by the Navy Personnel Command. Refer to the methods of correction indicated for each item with the following additional guidance:

1. Changes to items 25 and 45 can be made only as indicated.
2. Changes to the remaining items should be directed to the pass liaison representative (Officer Personnel Diary Yeoman) at your command.

Chart 5-5 ODC Correction Procedures - Non NPC Controlled

<u>ITEM # & DATA</u>	<u>METHODS OF CORRECTION</u>
25 Dependents	Corrections should be reported by separate correspondence with a "scannable" copy of the Dependency Application/Record of Emergency Data (NP 1070/602) to the Navy Finance Center following the instructions contained in para. 90434, PAYPERSMAN.
45 Academic Profile Code (APC)	Inquiries should be addressed to the Superintendent, Naval Postgraduate School (Code 0145), Monterey, CA 93940.
73 Primary Duty	A 14-position title generated by the Billet Sequence Code (BSC) shown on the OPNAV 1000/2 (Manpower Authorization). Corrections to this item

74-77	must be made by an Officer Personnel
Present Duty	Diary entry with the correct BSC as shown in the Officer Distribution Report (ODCR) which is based on the OPNAV 1000/2. Changes to Billet ODC, generated by the Manpower Authorization, must be submitted to the Chief of Naval Operations per OPNAVINST 1000.16 series.
78	Must be changed locally on the Officer Personnel Diary of the activity. See PAYPERSMAN, Part 9, Chapter 6, for detailed instructions.
Type of Assignment (TA)	A one-character code indicating type of assignment. Direct inquiries to the command PASS Liaison Officer.
82-84	Determined by the Navy Officer Billet Classification (NOBC) Code that is related to the Billet Sequence Code (BSC). If BSC is in error, correct item 99 only, items 82-84 will adjust automatically. To update the data without altering the BSC, follow OPNAVINST 1000.16 series.
Billet Information	
98	Must be changed locally on the Officer Personnel Diary of the activity. See PAYPERSMAN, Part 9, Chapter 6, for detailed instructions.
Unit Identification Code (UIC)	
99	BSC must be changed locally on the Officer Personnel Diary of the activity.
Billet Sequence Code	Follow PAYPERSMAN, Part 9, Chapter 6.

CHAPTER 6

OTHER USEFUL INFORMATION



A. IMPORTANT DATES

1. WHEN DO I STRIPE UP?

The selection board has completed its deliberations, the Secretary of the Navy has approved the selectees and the list of selectees is released. The first question that comes to the new selectee's mind is "When do I stripe up?"

The names of the officers selected for promotion and approved for permanent appointment to the next higher grade will be placed on a promotion list by seniority within competitive categories. Within the Supply Corps, 3100 active duty officers, 3105 officers, 3107 officers, 65XX officers and 75XX officers are considered separate competitive categories. Officers on the promotion list will be appointed in the next higher grade as additional officers are needed in each competitive category and grade. Promotions shall be made in the order in which names appear on the promotion list. Appointments are considered accepted on the date made unless declined.

2. LEAVING THE NAVY

(a). RETIREMENTS

BUPERINST 1811.3 series (<http://www.bupers.navy.mil>) is the directive on nondisability retirement of regular personnel of the Navy. This instruction sets forth general information applicable to retirement together with a discussion of the retirement laws. The processing of all voluntary retirement requests is the responsibility of the Navy Personnel Command. Members may submit requests for retirement no earlier than twelve months prior to the planned retirement date. Note that officers are only allowed to retire on the first of the month.

a. Voluntary active duty retirement requests are submitted to the Chief of Naval Personnel (PERS82) using the following format:

(1). Officers desiring voluntary retirement under Title 10 USC 6323 shall submit an official written request to the Secretary of the Navy, via their Commanding Officer (or immediate superior in command as appropriate); their cognizant bureau, or officer in the case of staff corps officers; and the Commander, Navy Personnel Command (PERS 82).

(2) Temporary officers with permanent enlisted status, who desire retirement under Title 10, 6326 (voluntary retirement after completion of 30 years of active service) shall submit an official written request to the President of the United States, via their Commanding Officer, PERS 82 and the Secretary of the Navy.

(3) SECNAVINST 1811.3 outlines the procedure for fulfilling the time-in-grade and tour length requirements when requesting voluntary retirement.

(<http://neds.nebt.daps.mil/Directives/dirindex.html>).

(4) The written retirement request must contain the following wording:

"Having completed (fill-in) years of active service, I request transfer to the Retired List to be effective on the first day of (month and year)." (If appropriate, add one of the following statements: (1) "I request a (fill-in) month(s) time in grade waiver." or (2) "I request to retire in the next lower grade of (fill-in grade)."

"I intend to request (fill-in) days PDTY and (fill-in) days separation leave."

"I have read and thoroughly examined DOD 5500.7R specifically Chapters 8 and 9, concerning pre- and post- retirement standards of conduct and employment activities. I further understand that I may direct any questions to my area ethics counselor or the Office of the Judge Advocate General (Code 13)."

(Optional - any desired amplifying information).: "...."

b. Upon obtaining the command's endorsement on the retirement request, the written request is forwarded to the administrative office or servicing personnel support detachment office (PSD) for electronic transmission of the request. The administrative office or the servicing PSD shall submit the request using one of the following electronic systems:

- Force Management System (FORMAN). If unavailable use;
- Source Data System (SDS), using E-35 or E-37 events. If unavailable use;

- Diary Message Reporting System Manual (DMRSMAN), Section 12.

c. When the retirement request has been electronically submitted, the individual's written request, with command endorsement, shall be filed in the officer's service record. DO NOT FORWARD TO NPC.



d. Applications for retirement may be submitted under the following guidelines:

(1) If requested retirement date coincides with the projected rotation date (PRD), submit request between 6 and 9 months in advance of the requested retirement date/PRD.

(2) If requested retirement date is prior to PRD, submit request 9 to 12 months in advance of the requested retirement date to allow ample time to identify a relief for the retiring officer.

(3) If an officer is notified by any means (official letter, message, postcard, telephone, or personal visit) that permanent change of station (PCS) orders will be issued, and the officer is within 6 months of the normal PRD, a retirement request will not normally be approved. (The first day of the sixth months prior to an officer's projected date is considered to be the commencement date of the 6 month period.)

(4) If an officer is notified more than 6 months prior to the PRD that PCS orders will be issued, the officer may decline the assignment and request the retirement to be effective any time up to and including the normal PRD.

(5) An officer who has not been notified of impending orders may request retirement to be effective not later than the PRD.

e. Should a contact relief be required or to avoid gapping a billet, the effective date of an officer's retirement may be delayed as much as 9 months from the first day of the month the request is received at Navy Personnel Command. Commanding Officers can favorably endorse a retirement request for less than the 9 months advance notice requirement if they are willing to accept a gap of up to the ninth month or the individual's PRD, whichever is earlier.

Retired Pay - The Defense Finance and Accounting Service will provide an automated computation of retired/retainer pay upon receipt of NAVCOMPT Form 2274, Pre-Retirement Pay Information Request. Requests for pre-retirement pay computations may be made up to 1 year prior to the member's proposed retirement/transfer date.

(b). RETIREMENT – TEMPORARY OFFICERS

- Temporary officers, who hold a permanent enlisted grade, are eligible for voluntary retirement as an officer upon completion of 20 years of active service, at least 8 of which have been commissioned service (warrant officer, W-2 or above).
- Chief Warrant Officers, W-2 or above, including permanent warrant officers, who are serving in a temporary LDO grade, may voluntarily retire upon completion of 20 years active service. Commissioned service is not applicable to warrant officers.

(c). RETIREMENT - RESERVES

Final approval of voluntary requests for retirement of Naval Reserve Officers rests with the Secretary of the Navy. Voluntary retirement of Reserve officers is sometimes precipitated by their involuntary release from active duty. SECNAVINST 1920.6 series contains the pertinent administrative policy and information for the involuntary release of Reserve officers from inactive duty. (<http://neds.nebt.daps.mil/Directives/dirindex.html>)

To obtain retirement benefits, officers must officially request and be approved for retirement. Officers eligible to retire under 10 USC 1331 who are retained on active duty must have prior approval of the Secretary of the Navy in order to receive active status credit in accordance with 10 USC 676.

(d). RESIGNATIONS

SECNAVINST 1920.6 series (<http://neds.nebt.daps.mil/Directives/dirindex.html>) sets forth the policy governing the voluntary resignation of officers of the Regular Navy and Naval Reserve serving on active duty. Officers serve at the pleasure of the President, and no terminal dates are established for their commissions. The Secretary of the Navy, by virtue of his authority to act

for the President, established such criteria for the voluntary resignation of an officer's commission as deemed necessary for the maintenance of a sound officer corps.

Officers of the Regular Navy and the Naval Reserve serving on active duty who submit their resignations may expect favorable action, for release from active duty, provided they have fulfilled their service requirements. The minimum required active duty service will be as specified in the directive that describes the program through which the officer obtained his/her commission (See the NAVPERS 15559, Officer Transfer Manual, Chapter 15) or as specified in the service agreement executed by the officer and requirements set forth in MILPERSMAN 3830340. (<http://www.bupers.navy.mil>) ("BUPERS CD on the Homepage")

The specific types of resignations are found in MILPERSMAN 3830320 for active duty and in 3820150 for USNR officers. (<http://www.bupers.navy.mil>) ("BUPERS CD on the Homepage") The MILPERSMAN will outline the required formats for submission of resignation requests:

1. Unqualified Resignation is resignation by an officer under honorable conditions, subject to the award of a certificate of honorable discharge.
2. Qualified Resignation is any other than that provided for above. One such resignation is that which, upon acceptance, will result in the award of a certificate of general discharge.
3. Resignation for the good of the naval service: resignations for the good of the naval service may be accepted in some cases of misconduct wherein trial before a general court-martial may not be warranted or practical. Officers whose resign for the good of the naval service will subsequently be awarded a certificate of discharge (under conditions other than honorable). An officer being allowed to submit a resignation request in lieu of processing for administrative separation shall address their resignation to SECNAV via the Commanding Officer, the convening authority when applicable, and the Chief of Naval Personnel (PERS 834)
4. Release from active duty (RAD) procedures. A Naval Reserve officer (designation XXX5) desiring release from active duty at or beyond their minimum service requirement (MSR) must notify Chief of Naval Personnel by letter at least 6 months but not more than 9 months prior to the month RAD is desired. An officer desiring to resign from the Naval Reserve should consult SECNAVIST 1920.6A.

These policies may be modified however, as necessary to meet the existing needs of the service. Specifically, during a buildup of active duty officer strength, the acceptance of an officer's resignation with release from active duty may be delayed in order to maintain officer personnel strength at a level necessary to meet the Navy's commitments.

All requests for resignations are processed by COMNAVMILPERSCOM (PERS813C) who will prepare a staffing sheet to assist the Secretary of the Navy or his designated representative in determining the merits of individual resignations and to recommend suitable action.

(a) Requests for an unqualified resignation shall be addressed to SECNAV via the Commanding Officer and the Commander Navy Personnel Command (PERS-813C), with copy to (not via) each level of the administration chain of command through the Fleet Commander (PAC or LANT) of the unit to which the officer is assigned.

(b) Letters of resignation must be submitted to reach the Navy Personnel Command at least 9 months but not more than 12 months in advance of the desired detachment month.

- A resignation request will be returned without action if the officer does not comply with the 9 to 12 month submission time frame specified above. If the resignation is delayed in reaching NPC through no fault of the officer concerned, a constructive receipt date that is 21 days following the date of the officer's resignation request will be assigned.

- The resignation month must be carefully selected and consideration given to any separation leave desired by the officer. Approval of a resignation does not constitute approval of separation leave, which remains a command level decision.

- Extensions of the resignation month will not be approved to accommodate separation leave. If separation leave of three months in advance of the desired detachment month is requested, the resignation should be submitted as early as possible within the 9 to 12 month submission time frame.

Commanding Officers must forward the resignation requests by endorsement and certify that the information provided in the officer's resignation letter is correct. The endorsement shall comment on the circumstances of all resignations submitted by officers within their command. The Commanding Officer's endorsement must contain an assessment of the need for a qualified

relief, whether an appointment in the Naval reserve is recommended, whether the billet can be gapped, and if so, the maximum acceptable duration, and any dates available (household goods, shipment, separation leave, deployment etc.). The Commanding Officer should summarize the officer's professional performance, reasons the officer cites for leaving the Navy, and a recommended disposition of the request.

5. Action on any resignation submitted under the above provisions will be governed by the needs of the service, including availability of a qualified relief. Favorable consideration normally will be given to an officer who will not have active-duty obligated service remaining in the requested detachment date. Waivers of obligated service, tour lengths, incentive pay and bonus contracts, or other service obligations will not be approved unless a bonafide hardship exists.

Approval of resignation will normally be withheld until an officer has completed:

- Two years upon arriving at new duty station
- DOD area tour if reassigned overseas. (For this purpose, Alaska and Hawaii are considered to be OCONUS)
- One year if reassigned to CONUS from overseas
- One year retainability for members assigned to CONUS sea duty who will not commit to extend or incur an active duty service obligation.
- Two years active duty following a reserve officer's acceptance of a transfer to the Regular Navy.
- Obligated service incurred as a result of lateral transfer between competitive categories or designators; entering an education or training program (i.e. postgraduate, tuition assistance, internship).

All officers submitting resignations are considered for appointments in the Naval Reserve unless they have completed their service obligation as commissioned officers and have stated they do not desire reserve appointment.

A resignation is not effective until it is approved by SECNAV or his designated representative. Once the resignation is approved, it is final and any subsequent withdrawal or modification may be rejected by SECNAV, or his designated representative. If the withdrawal of a resignation is requested by the officer and approved by SECNAV, all references to the resignation will be expunged from the officer's official record.

The period of time involved in processing requests for resignation may vary with each individual case. Generally, each request will be reviewed in the following sequence:

- Submission by officer to SECNAV via COMNAVPERSOM (PERS 813C), and the members Commanding Officer
- PERS 813C provides a staffing worksheet for administrative processing and forwarding to Supply Corps Detailing (PERS4412).
- Supply Corps Detailing (PERS4412) reviews for compliance with above regulations and recommends approval or disapproval to Officer Distribution (PERS44)
- Officer Distribution (PERS44) reviews PERS4412 recommendation and recommends approval or disapproval to Assistant Chief of Naval Personnel (PERS4) for final approval. If waivers are required PERS 44 forwards recommendation to PERS 4621 for review.
- If waivers are required PERS 4621 reviews requests and forwards to PERS4 for final review.
- PERS4 forwards resignations requests to PERS 813C to write orders for approval or disapproval letter for denials.

B. RELEASE OF RESERVE OFFICERS TO INACTIVE DUTY

Officers of the Naval Reserve on active duty are normally released to inactive duty upon completion of their active obligated service. Orders are issued approximately 90 days prior to completion of their active duty obligation. Action on requests for early release of Reserve officers to attend school, accept employment, personal hardship, etc., are reviewed by a board of officers convened at NPC to make any recommendations concerning the aspects of each case. In addition, reserve officers may be involuntarily released from active duty to meet limitations periodically imposed on the number of officers that can be serving on active duty.

Officers of the Navy Reserve desiring to remain on active duty beyond their release from active duty (RAD) date should submit a letter request to NPC via their Commanding Officer in accordance with MILPERSMAN 1030150. (<http://www.bupers.navy.mil> (“BUPERS CD on the Homepage”). The RAD date is defined as the officer's projected rotation date (PRD) or minimum service requirement (MSR) date, whichever is later. Letter requests must be received by NPC six months in advance of the RAD date. To provide maximum flexibility in processing requests and determining the next assignment, it is advantageous to submit this letter not later

than nine months in advance of the RAD date. Favorable action on such requests is predicated upon performance, qualifications, and the needs of the Navy. All extensions are subject to termination due to changes in service requirements and other factors regarding retention of reserve officers on active duty beyond their scheduled released date.

C. LIMITED DUTY OFFICERS PERMANENT STATUS

The Defense Officer Personnel Management Act (DOPMA) requires LDOs to become permanent officers below the grade of lieutenant commander. However, LDOs appointed prior to 15 DEC 1981 and Chief Warrant Officers (CWOs who received their LDO appointment prior to 15 SEP 1981 and who subsequently accept LDO appointment) were given the option of accepting a permanent appointment as a LDO or remaining a temporary LDO with a permanent enlisted or warrant status.

For officers with a significant number of years of service the following apply:

- Only permanent LDO Commanders are eligible for continuation beyond 30 years of active Naval service.
- A permanent LDO cannot voluntarily retire without eight years active commissioned service. Active commissioned service as a CWO and temporary LDO count towards the accumulation of the eight years of service.

Individuals who were serving as enlisted members on 14 SEP 81 and who are initially appointed as LDO Commanders after 14 SEP 81 from enlisted or CWO status will be required to accept permanent appointment as a LDO in conjunction with their selection for LDO Lieutenant.

LDOs, and those enlisted appointed to CWO status and subsequently selected for LDO status after 15 SEP 81, will have to accept permanent LDO status in conjunction with their selection to Lieutenant. If the permanent LDO appointment is not chosen, reversion to permanent enlisted/CWO status is required.

D. PROGRAMS

1. EXCEPTIONAL FAMILY MEMBER PROGRAM

The Exceptional Family Member Program is a Navy sponsored program that provides specific detailing guidance for officer's with family members requiring special medical care. It is designed to provide detailers with current information so that they may determine assignment locations that best fit both career and family needs. The program does not alter Sea-Shore rotations, nor does it limit worldwide assignability of the member.



Service members requiring enrollment must contact the EFM Coordinator at the local medical treatment facility. If there is no local Navy coordinator, coordinators from the other military services will be available for assistance. Submit applications using all of the following forms:

- a. NAVPERS 1754/1 NSN 0106-LF-014-9400
- b. NAVPERS 1754/3 NSN 0106-LF-014-950
- c. NAVPERS 1754/4 NSN 0106-LF-014-9600

If the above forms are not available, use of other EFM forms from the other military services is acceptable. All applications must be signed by an EFM Coordinator. Booklets and videos on the EFM Program are available at the local Family Service Center. More information may be available from the NPC EFM point of contact at PERS 662F, (901) 874-4391..

2. FELLOWSHIP PROGRAMS

The Navy has a variety of selective fellowship programs open to war college eligible officers. These fellowships no longer offer JPME phase I credit, however they do provide a unique opportunity for motivated, career oriented officers to represent the Navy as fellows in various civilian institutions, post graduate schools, business, or offices within the legislative branch of the government. Each fellowship is one year in length with a three year service obligation.

a. WHITE HOUSE FELLOWSHIP

This program was established in 1964 to provide a few motivated young officers with the experience of direct involvement in the process of governing our nation. Fellows are assigned to the White House staff, the Vice President, members of the Cabinet, and other top-level executives. As special assistants, White House Fellows participate in educational programs that give instruction on our government's processes. BUPERSINST 1560.20 series has additional



information. (<http://bupers.navy.mil> ("BUPERS CD on the Homepage")) Request applications from:

The Presidents Commission on White House Fellowships
712 Jackson Place, N.W.
Washington, DC 20350

or phone (202) 395-4522. The Commission handles the application and selection process, therefore you must keep your detailer apprised of your application and selection status. The NPC POC is the service college placement officer (PERS440C) at (901) 874-4100. Applications are due to the White House Commission by 1 December of each year.

b. LEGISLATIVE FELLOWSHIP

The LEGIS Fellows program was established to provide officers with a working knowledge of the operations of Congress. The program is designed to broaden the knowledge and experience level the Naval Officer possesses in the operations and organization of Congress, while enhancing the Navy's ability to fulfill its role in the national policy development process. Fellows receive a one-year assignment commencing in January to the staff of a Senator, Representative, or Congressional Committee. LEGIS Fellows are assigned to follow-on tours in which the education gained by the fellow will be used. The competitive selection process focuses on individual performance, promotion potential, academic and subspecialty qualifications, needs of the service, and availability for follow-on duty. BUPERSINST 1560.21 series is the governing instruction, and provides more detail about the application procedures. (<http://www.buper.navy.mil> ("BUPERS CD on the Homepage")). Applications are due to the Commander Navy Personnel Command (PERS440C) by 31 July.

E. NAVY SUPPLY CORPS

1. THE NAVY SUPPLY CORPS ASSOCIATION

The Navy Supply Corps Association was initially chartered as the Navy Supply Corps School Alumni Association. It was founded at NSCS Athens and incorporated in the State of Georgia in 1970 as a dues paying organization offering Annual, Life and Sustaining memberships.

At the 1975 Annual Meeting, it was decided to drop the annual dues requirement, to consider all who wear or have worn the Supply Corps Oakleaf a member, and to hold an annual fund drive to finance the Association and the Foundation. At the 1976 meeting, the name was changed to the Navy Supply Corps Association.

The Association was conceived as a nonprofit organization. All funds unexpended at the end of the fiscal year are transferred to the Navy Supply Corps Foundation Endowment to help finance the scholarship program.

The Association's objectives as outlined in the bylaws are:

- To foster the spirit of fellowship and patriotism and to perpetuate the history and traditions of the Supply Corps;
- To encourage and assist highly-motivated young men and women to pursue careers in the Supply Corps of the United States Navy;
- To provide support to the Navy Supply Corps Foundation in meeting its objectives, including fund raising activities;
- To provide funds to support the activities of the Navy Supply Corps Association;
- To provide a means of enhancing the professionalism of the Navy Supply Corps;
- To actively encourage the establishment and support of the local Navy Supply Corps Association; and
- To provide a means of communicating within the Navy Supply Corps community.

2. THE NAVY SUPPLY CORPS FOUNDATION

The Foundation is a nonprofit, charitable organization, founded and incorporated in Georgia at the same time as the Navy Supply Corps Association. It has no members except its Board of

Directors. It was established to assist the Navy Supply Corps and the Navy Supply Corps School in supporting projects for which federally appropriated funds are not authorized or available. Its tax-exempt, nonprofit, charitable status is recognized by the IRS.

The major purpose of the Foundation is to provide assistance, in the form of scholarships or in other ways, to dependents of Navy Supply Corps Officers, Warrant Officers and enlisted personnel of the ratings associated with the Supply Corps. The amount of Foundation scholarships awarded each year has continued to grow due to the continuing support from the entire Supply Corps community. Over \$1 million in scholarships have been awarded since the program was established in 1971.

3. THE NAVY SUPPLY CORPS MUSEUM

The Navy Supply Corps Museum was commissioned on 25 June 1974 and is located in the Carnegie Library at the Navy Supply Corps School, Athens, Georgia. Various memorabilia and documents attesting to Supply Corps traditions and milestones are displayed in a professional and time-honored Museum setting. Items are added each year from all sectors of the Supply Corps community. For example, a bound version of the late VADM E. Dorsey Foster's official papers and related matter, which describe his contributions to the Supply Corps and aviation logistics, was recently placed in the Museum.

The Museum is surrounded by gardens with a Japanese bridge, gazebo, and fountains lending beauty and appeal to the classic architecture and design of the building. The Museum was created and developed through voluntary efforts of Supply Corps personnel, spouses and retired personnel. The museum gardens were dedicated to Captain Richard P. Pawson, SC, USN (Ret), in July 1986. This dedication was to honor CAPT Pawson for his 12 years of volunteer service as Executive Director and as Curator of the Supply Corps Museum. The historic Carnegie library building, built in 1910, is now listed on the National Register of Historic Places and featured in the Athens Chamber of Commerce tours. A visit to the Museum will undoubtedly bring back many fond memories. Contributions of items that represent the Supply Corps heritage are welcome. The Museum with its historical artifacts, paintings and treasures is a fitting partner of the Association's goals and purposes.